



Marix Technologies

User Manual

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Table of Contents

Introduction.....	1
Objectives	2
Getting Help with Marix.....	3
Online Help and Tutorials	3
Setting Up Your Computer to Use Marix	4
Getting Started on Marix	8
Logging in to Marix	8
Using Sentinel to Manage Files.....	10
Toolbar.....	10
Listing AppLinks	11
Archiving Files (Zip)	11
Unzipping Files.....	11
Creating New Folders	11
Viewing the Activity Log	12
Updating User Account Information	12
Uploading Files	12
Accessing Files.....	13
Working with Files and Folders.....	14
Accessing Folders	14
File and Folder Options.....	15
Pasting Cut or Copied Files	15
Viewing Archives Contents	16
Using AppLink	17
Creating an AppLink.....	17
Working with AppLinks.....	17
List Applinks page	20
AppLink Properties.....	21
Using Oasis to Manage Files and Work with Applications	23
Accessing Programs.....	23
Uploading Files	24
Accessing Files.....	25
Working with Files and Folders.....	25
File and Folder Options.....	26
File Association with Applications	27
Pasting Cut or Copied Files	28
Viewing Archives Contents	28
Toolbar Options	29
Listing AppLinks	29
Archiving Files (Zip)	29
Unzipping Files.....	30
Creating New Folders	30
Viewing the Activity Log	30
Updating User Account Information	30
Using Marix Synchronizer.....	31
Example 1: Synchronizing files between your computer and your Marix Webtop.....	32
Example 2: Synchronizing files between your Marix Webtop and your computer.....	35
Webtop Outlook Client Setup	38
Changing Time Zone Settings	39
Using AppLink.....	39
Creating an AppLink.....	39

AppLink Properties	40
AppLinking IMSI TurboProject Files	41
Working with AppLinks	41
Using Perimeter to Work with AttachLinks	44
Managing AttachLinks	44
Receiving an AttachLink	44
Accessing an AttachLink	45
Opening an Attachment	47
Saving an Attachment	47
Downloading an Attachment from an AttachLink	48
Managing AttachLinks with a Marix Hosted E-mail Program	49
Contact Marix Customer Service	50

Introduction

This guide explains how to use the **Marix Perimeter**, **Sentinel**, and **Oasis** software.

- **Perimeter™**

Provides for the secure reception of content entering your organization. E-mail attachments never touch the desktop unless proper authorization is provided, shared content remains secure in central storage at all times, and end-user driven access enhances productivity, while centralized IT control ensures enterprise-wide security.

Perimeter works with your existing e-mail server, is independent of all platforms and programs, and does not require the end-user to undertake a specialized setup process. Internet access and a java-enabled Web browser are the only desktop requirements.

- **Sentinel™**

Provides for the secure distribution and collaboration of content shared outside your organization. Documents cannot be downloaded until proper authorization is provided. Shared content remains secure behind the company firewall at all times, and end-user driven controls enhance productivity while centralized IT control ensures enterprise-wide security.

Sentinel works with your existing e-mail server, is independent of all platforms and programs, and does not require the end-user to undertake a specialized set-up process.

Additionally, Sentinel can produce hyperlinks that encapsulate content and its parent application that can be easily posted in instant messages or on websites. Internet access and a java-enabled Web browser are the only desktop requirements.

- **Oasis™**

Using only a web browser and an Internet connection, a complete suite of applications and user's files are available. Although the applications appear to run locally via the Web, they are actually executed remotely from your central, secure server. Local access to peripherals, including printers and disk drives, occurs seamlessly. Access is secure and personalized for each user.

KEY FEATURES

- Single, secure point of login
- Document-based application launching
- Centralized, protected user storage
- Application aggregation
- Personalized digital portfolio
- Document and file management
- Fully-scalable, cross platform infrastructure
- Local access to peripherals and printers

Deployment of your software applications requires front-end consulting and ongoing professional services. Contact your sales representative to receive a list of Marix certified applications which includes many of the most common desktop software packages.

Objectives

The sections in this guide help you with:

- **Getting Help with Marix:** This section shows you how to get online help from Marix. Marix provides FAQs, Animated Tutorials, Technical Documentation, Software Support, and Help Topics.
- **Setting Up Your Computer to Use Marix:** This section explains how to get your computer to use Perimeter, Sentinel, and Oasis.
- **Getting Started on Marix:** This section explains how to log in, log out, and become familiar with the Marix system.
- **Using Sentinel to Manage Files:** You can access Marix Sentinel file manager through a Web browser and upload files to your Webtop. After you upload files, Sentinel automatically opens file manager and displays your files. You can use the toolbar to access, and work with your files. This section also explains how to work with files and folders and how to use AppLink, which allows you to send a secure link to others, so they can view documents on their computers.
- **Using Oasis to Manage Files and Work with Applications:** The Marix Oasis Webtop is a Web browser-enabled desktop with a file-manager toolbar and a control panel you can use to upload, access and work with online files and applications. When you start Oasis, it automatically opens the Webtop and displays your available software applications and your uploaded files and folders. This section also explains how to use your available applications to work with your files and folders on the Webtop and how to use AppLinks.
- **Using Perimeter to Work with AttachLinks:** Perimeter software automatically processes incoming e-mail attachments, stores selected attachments in a central location on a server, and creates HTML coded AttachLinks that you receive in your e-mail. This section explains how to access and save AttachLinks and linked attachments.

Getting Help with Marix

Online Help and Tutorials

Help topics are available from the Marix file manager, including tutorials for specific tasks. The Support page on the Marix Website contains a link to tutorials.

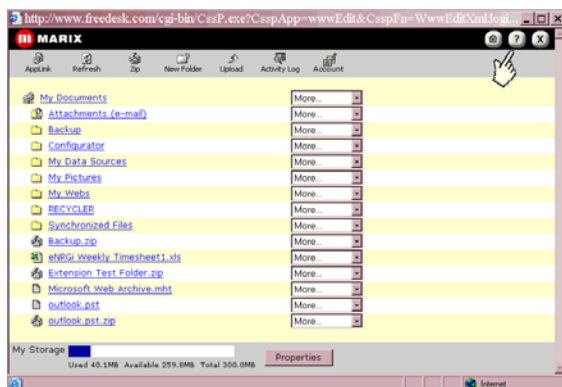


Marix Home Page

Click **Support** on the Marix Home Page.



Marix Support Page



File Manager Help

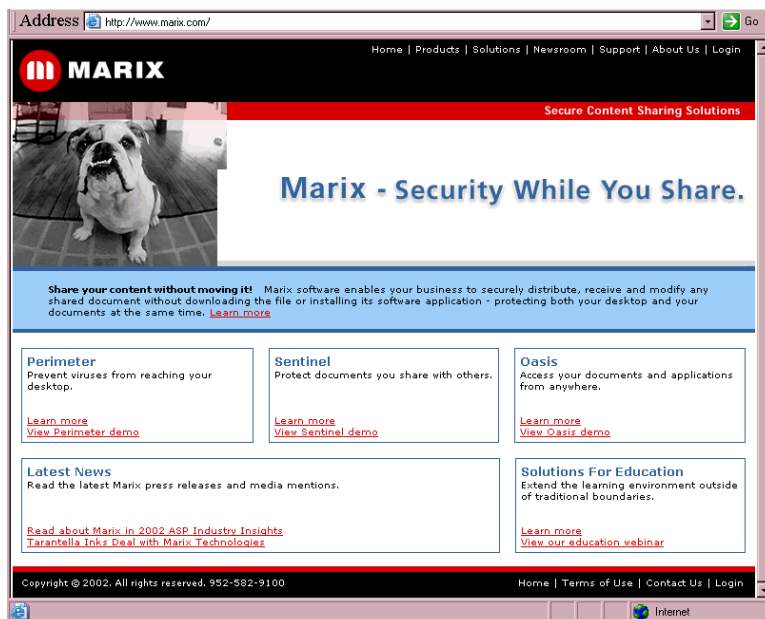
To access help from the file manager, click the Help button (the question mark icon) located in the upper-right corner of the Web page. A list of topics will be displayed.

Setting Up Your Computer to Use Marix

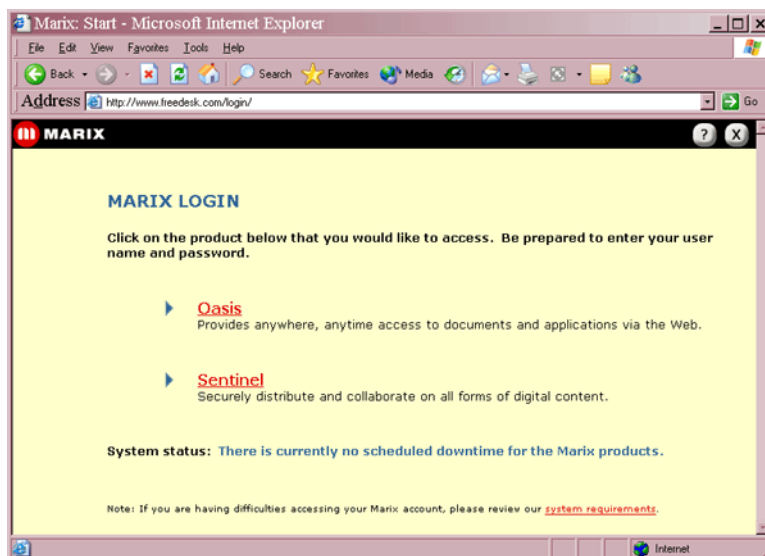
For Marix **Oasis** and **Perimeter** to perform properly, two Java programs must be installed.

To set up your computer to use Oasis and Perimeter, follow these steps:

1. Go to the Marix Website at **www.marix.com**. The Marix Home page displays.

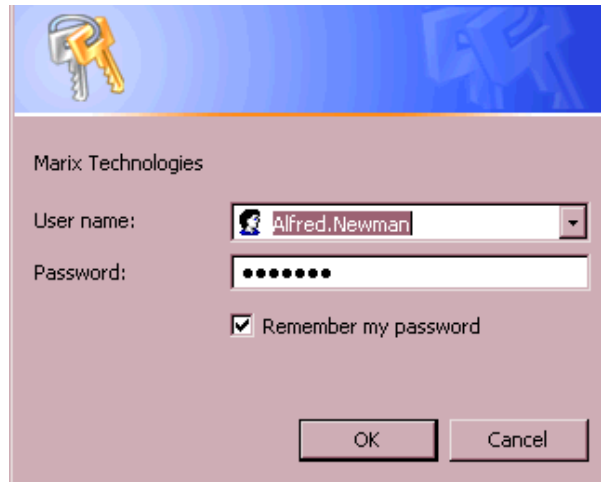


2. Click **Login**. A Marix Login splash window displays.



3. Click **Oasis** to work with your files, programs, and AppLinks.

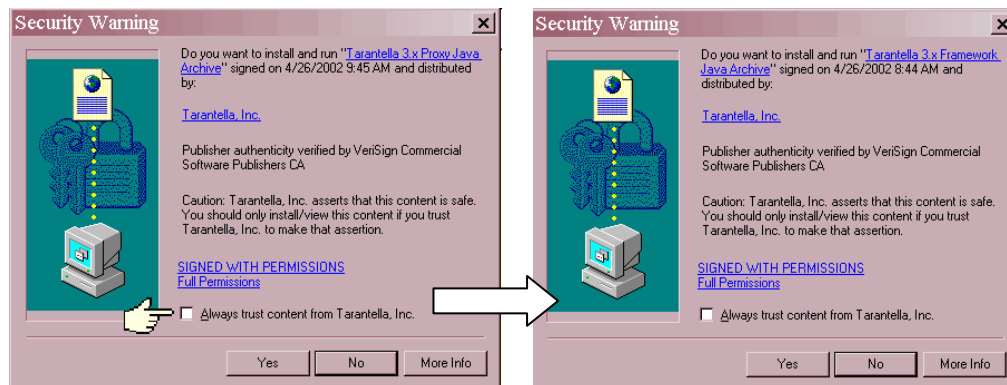
The login window displays. It will appear slightly different depending on the browser you use.



4. Enter your user name and password, and click **OK**. If more than one user name has been used to access Marix from your computer, a drop-down menu will appear for you to select your account. Click the checkbox if you want the system to remember your password.

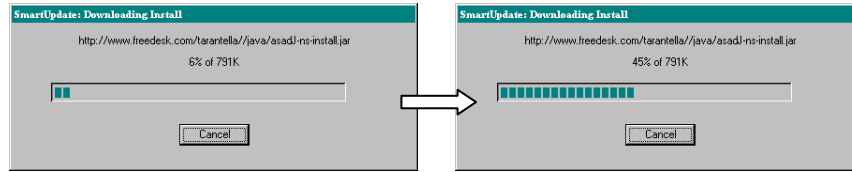
Note: Passwords are case-sensitive.

Depending upon the browser being used, one of the two following dialog boxes display:

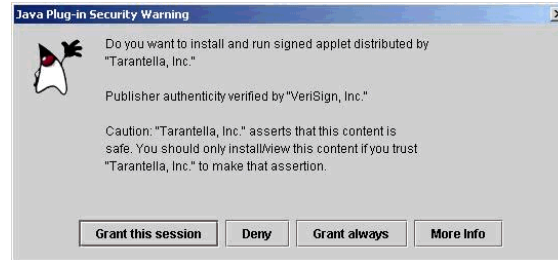


- Using Internet Explorer, the following dialog boxes display:
- Select the Always trust content from Tarantella checkbox, and Click Yes. The Java programs will be downloaded.

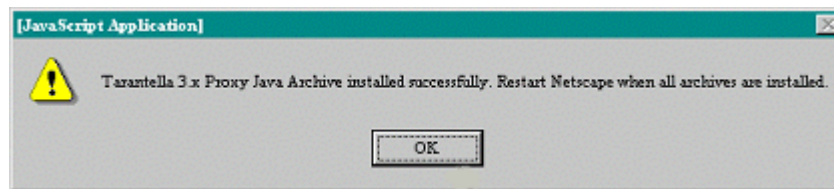
- Using Netscape, the following messages display:
The two files will download automatically.



Next, you will be prompted to accept the downloaded files:



Successful installation will be confirmed for the Tarantella Framework Java Archive and the Proxy Java Archive. Click **OK** at the prompts:



Following successful installation, close the browser and then re-open the browser to continue the login process. See the following section, "Logging in to Marix."

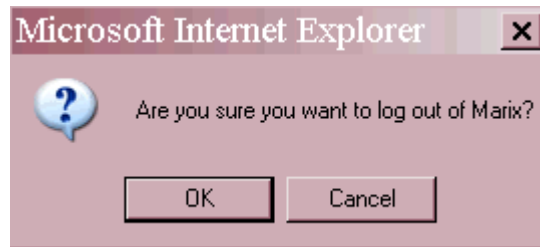
Logging out of Marix

You must log out of Marix, so your system can be updated. Then, you can log back in successfully. To log out of Marix, follow these steps:

- Click the logout icon in the upper-right corner of the file manager.



-
2. You will be prompted to confirm that you want to log out of Marix.



-
-
3. Click **OK** to continue logging out.

To completely end the Marix session on a Windows system, close all browser windows. To completely end the Marix session on a Mac system, close all browser windows and quit the applications.

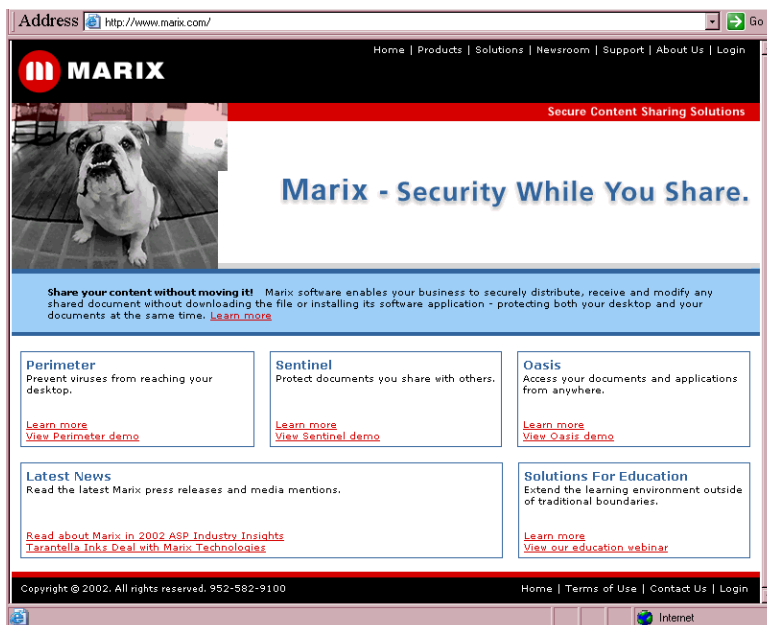
You can now login to Marix Oasis. Follow the instructions on page 23.

Getting Started on Marix

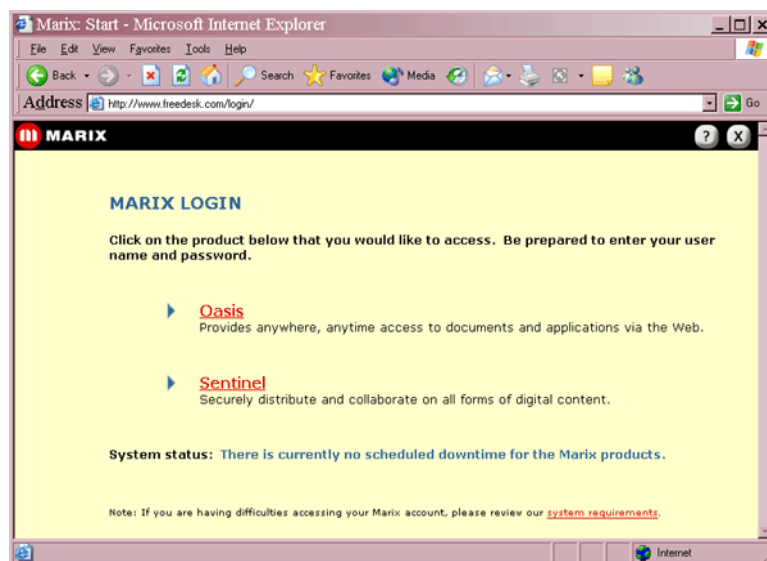
Before using Marix, you must have a Marix account, user name, and default password.

Logging in to Marix

Go to the Marix Website, at www.marix.com. The Marix Home page displays.



1. Click **Login**. A Marix Login splash window displays.



2. Click **Sentinel** or **Oasis** (for instruction on using Oasis, go to page 23).
 - **Sentinel:** Opens the Marix Sentinel file manager so you can work with your files and AppLinks.
 - **Oasis:** Opens the Marix Oasis Webtop, so you can work with your files, programs, and AppLinks.

The login window displays. It will appear slightly different depending on the browser you use.

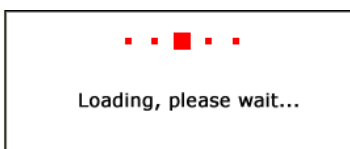


The login window has a blue header with a key icon. Below the header, the text "Marix Technologies" is displayed. The "User name:" field contains a dropdown menu with a user icon and the text "Alfred.Newman". The "Password:" field is a text box with masked characters (dots). Below the password field is a checkbox labeled "Remember my password" which is checked. At the bottom are "OK" and "Cancel" buttons.

3. Enter your user name and password, and click **OK**. If more than one user name has been used to access Marix from your computer, a drop-down menu will appear for you to select your account. Click the checkbox if you want the system to remember your password.

Note: Passwords are case-sensitive.

You will see the following screens.

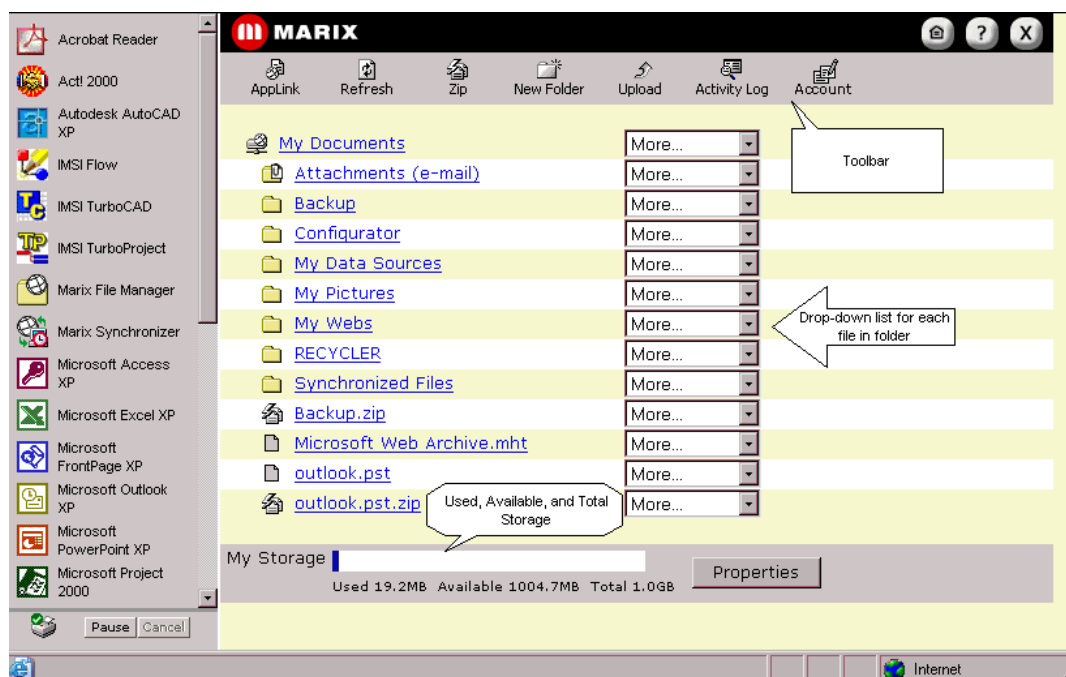


Note: If your Webtop does not appear within a reasonable time, there may be problems with your account. Please contact Marix support (page 50).

Using Sentinel to Manage Files

Marix Sentinel software provides access to your personal and work files and access to other Marix features. Sentinel opens a file manager and lets you work with your files and AppLinks.

The following figure shows a sample file manager page using Sentinel.



Toolbar

The first thing you see when you open Sentinel is the Toolbar. You can click icons on the toolbar to manage AppLinks, refresh the screen, zip files and folders, create new folders, upload documents to your Webtop, view an activity log, and update your account information.



The following table describes the options available on the file manager toolbar:

Option	Description
AppLink	Displays a list of all existing AppLinks for your account. From this list you can view AppLink properties by clicking on the AppLink name, activate or deactivate AppLinks, and delete AppLinks.
Refresh	Reloads the file manager display. Useful when an item has been created but is not yet displayed in the file manager.
Zip	Creates a compressed archive file of any selected files.
New Folder	Creates a new folder in the file manager.
Upload	Moves files from your computer to the Marix file manager.

Option	Description
Activity Log	Displays the activities that have taken place in the file manager.
Account	Displays a simple form that allows you to change your account password, first and last name, and e-mail address.

Listing AppLinks

To list the AppLinks you have created, click **AppLink** on the file manager toolbar. From this list you can view AppLink properties by clicking the AppLink name, activate or deactivate, and delete AppLinks.

Archiving Files (Zip)

To create a compressed archive file of any selected files, use the following steps:

1. On the file manager toolbar, click **Zip**. The **Zip Files** page displays. It will list the name of the folder in which the Zip archive will be created.
2. Enter a name for the zip file in the **Name your Zip File** box.
3. You can:
 - Enter the files names or file extension to be included in the archive file in the **File Names** area, separating file names with commas. For example, to include the file "Test.doc" plus all PowerPoint and Excel files, enter "Test.doc, ppt, xls" (excluding quotation marks).
 - Zip all files in the current folder. Select **Include** from the **Include/Exclude Files** list.
 - Zip all files in the current folder *with the exception of those listed in the **File Names** box*. Select **Exclude** from the **Include/Exclude Files** list.
 - Zip the files in the subfolders of the folder. Select **Yes** in the **Include Subfolders** list.
4. Click **Save**. The selected files are compressed and the zip file appears in the current directory.

You can also create Zip files by clicking the **Zip in Place** option in any file or folder option box. This will zip the selected file or folder in its current location.

When a folder is zipped, all files and subfolders in the folder will be zipped (unless you select **No** in the Include Subfolders list). When you unzip an archive containing a folder, the files (and subfolders) will appear in the same hierarchy they had when zipped.

Unzipping Files

To unzip a Zip file, select **Unzip** in the **More...** menu for the selected Zip file. The unzipped file will be displayed in the current folder in the file manager. Unzipping a file that contains more than one file or folder puts all the files and folders into the current folder, in the order they originally had before being zipped.

Creating New Folders

To create a new folder, use the following steps:

1. On the file manager toolbar, click **New Folder**.
2. Enter a **name** for the new folder.

3. Click **Save**. The new folder will be created in the current folder.

Viewing the Activity Log

To view the **Activity Log**, which displays a record of the activities in the file manager, use the following steps:

1. Click **Activity Log** on the file manager toolbar. The **View Activity Log** page displays.
2. Enter the date range in the **From** and **To** boxes. Enter dates in yyyy/mm/dd format.
3. Enter search text, if any. The search will return all lines with text matching exactly what is entered.
4. Select the number of records for the search to return.
5. Select how often to update the view. This sets how often the results list will refresh itself. You can select 60, 120, or 240 seconds, or None.
6. Click **View**. The **Activity Log Contents** page displays. You can refresh results by clicking the **Refresh** button.

Updating User Account Information

To change your account password, first name, middle initial, last name, or e-mail address, use the following steps:

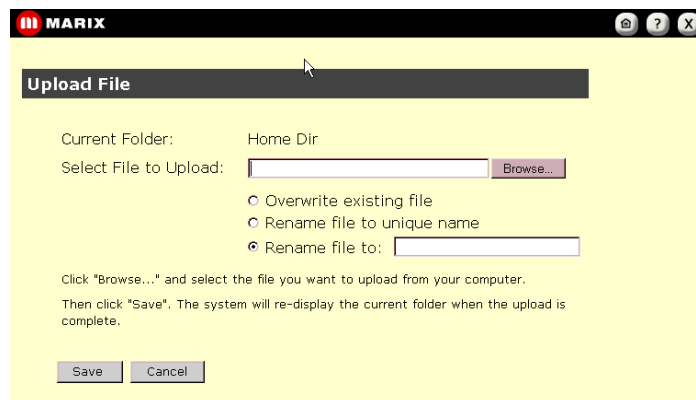
1. On the file manager toolbar, click **Account**. The **Update Account** page displays.
2. In the form provided, enter the desired new or changed information for your first name, middle initial, last name, e-mail address, and phone number.
3. Enter a new password only if you wish to change your password. You must confirm the new password by entering it again in the **Confirm New Password** box.
4. Click **Save** to save your changes and return to your top file manager directory.

NOTE: Account updates will appear the next time you log into your Marix account.

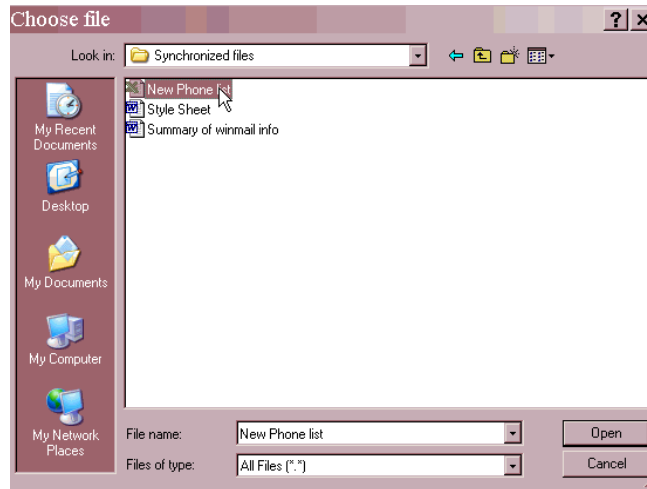
Uploading Files

To take advantage of Marix features, you must upload files from your computer to your Webtop. Use the following steps:

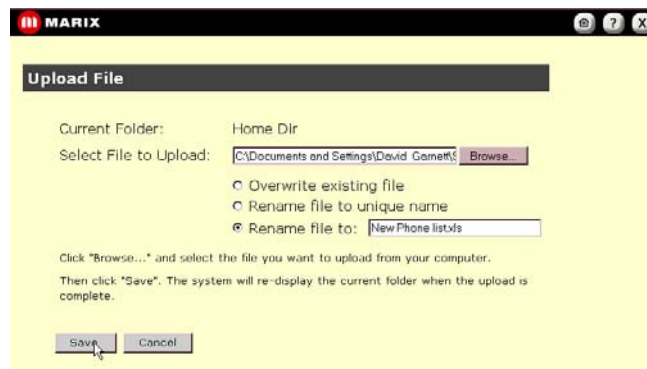
1. On the file manager toolbar, click **Upload**. The **Upload** page displays.



2. Click **Browse**. The **Choose File** dialog box displays.



3. Select the file to upload and click **Open**.



- If you **Overwrite existing file**, the existing file is replaced by the new one.
 - If you **Rename file to unique name**, the new file is saved and the original unchanged file still exists.
4. Click **Save** to upload the file to the file manager.
- When you are uploading large files (generally more than 16MB), the process can be slow and the server could time out. Upload times also can be influenced by the network and the Internet connectivity at the time of the upload.

Accessing Files

The following table describes how to open files and folders with Oasis.

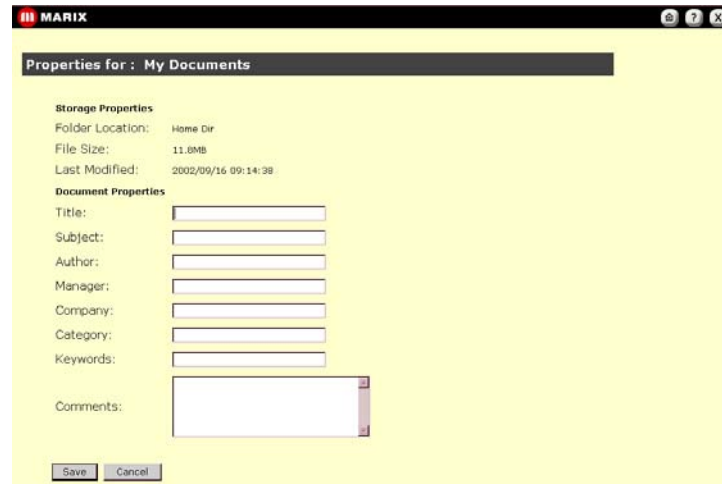
Option	Description
To open a Folder	Click the folder name (hyperlink), or click the folder icon, or select Open from the More... drop-down menu. The folder will open to display the contents.
To close a folder	Click the folder icon above the current folder. The folder will close, and the manager will display the contents of the folder you clicked.
To open a file	Either click the file name (hyperlink), or select Open from the More... drop-down menu next to the file. The file will open.

Working with Files and Folders

Next to each file or folder, there is a drop-down menu. This menu contains all the options appropriate to the selected file or folder.

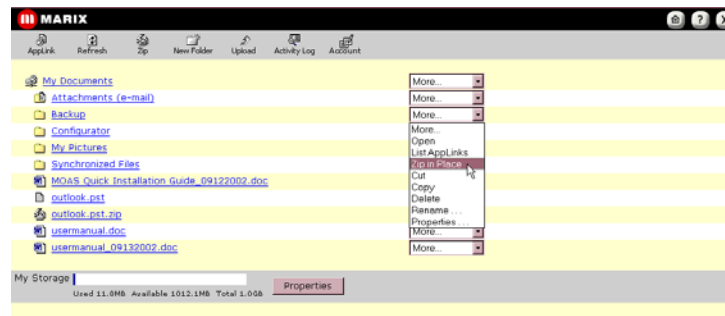
When an option is selected, one of two things will happen:

- For options ending with an ellipsis (...), a page will be displayed where the user can enter information for that option. For example, if you select **Properties...** the Properties page loads with the selected file or folder details.



The screenshot shows a window titled 'MARIX' with a tab 'Properties for : My Documents'. The window is divided into two sections: 'Storage Properties' and 'Document Properties'. Under 'Storage Properties', it shows 'Folder Location: Home Dir', 'File Size: 11.8MB', and 'Last Modified: 2002/09/16 09:14:38'. Under 'Document Properties', there are input fields for 'Title:', 'Subject:', 'Author:', 'Manager:', 'Company:', 'Category:', 'Keywords:', and a larger text area for 'Comments:'. At the bottom, there are 'Save' and 'Cancel' buttons.

- For other options, the selected action will be executed. For example, when **Zip In Place** is selected, a file named *filename.zip* is created and displayed in the file manager.



Accessing Folders

The following table describes how to open folders with Sentinel.

Option	Description
To open a Folder	Click the folder name (the blue, underlined link), or click the folder icon, or select Open from the More... drop-down menu. The folder will open to display the contents.
To close a Folder	Click the folder icon above the current folder. The folder will close, and the manager will display the contents of the selected folder.

File and Folder Options

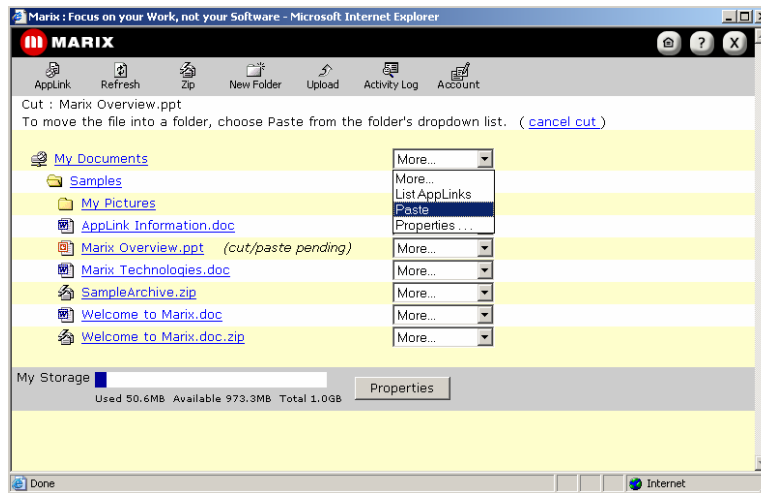
Click the **More...** drop-down menu, located to the right of each file or folder name, to access the following options. Note that some options are only available under certain conditions, for example, UnZip does not appear unless a file or folder has been zipped.

Option	Description
AppLink	Creates an AppLink from the selected file.
List AppLinks	Lists all AppLinks for the selected file or folder.
Zip in Place	Creates a compressed Zip file (which is recommended for moving large audio, video or picture files). The filename will be <i>filename.zip</i> .
UnZip	Unzips the archive into the current folder. UnZip is only available with Zip files. Unzipping a file that contains more than one file or folder puts all the files and folders into the current folder, in the order they originally had before being "zipped" (compressed).
Download...	Downloads the file to your local computer. The Download pop-up dialog displays.
Cut	Flags the file to be removed from one location in the file manager and pasted in another location. The name of the file to be cut appears on the file manager with a note indicating that a paste is pending. When the file is pasted into its new location, it is removed from its original location.
Copy	Flags the file to be copied from the file manager and pasted in an additional location. The name of the file to be copied appears on the file manager with a note indicating that a paste is pending.
Paste	Places a cut or copied file into a new location. Paste is only available when a file has been cut or copied.
Delete	Removes the file from the file manager. When a file is deleted, a list of all associated AppLinks will be displayed along with a confirmation to delete the associated AppLinks. There is no way to recover deleted files.
Rename...	Renames the file. The Rename page displays.
Contents...	Displays the Contents page to view and decompress individual files in a Zip archive. The Contents option is only available with Zip files.
Properties...	Displays the Properties page to view and edit information about the file. The Properties page is not automatic. If you want to display the document's properties, you must add them, using the dialog boxes. Properties are basic information about a file or folder and include the folder location, file size, date last modified, title, subject, author, manager, company, category, keywords, and comments. When changes are made, click Save to save changes and return to the file manager.

Pasting Cut or Copied Files

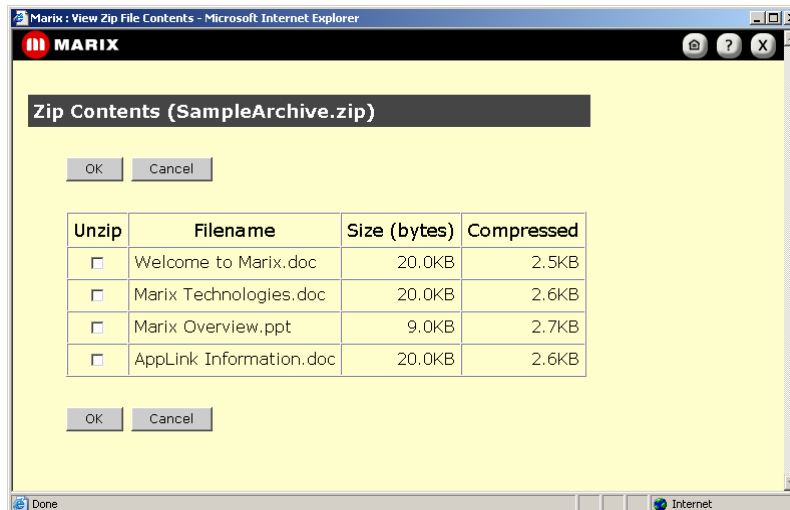
When a file is cut or copied, it is flagged for pasting in a new location. A message will be displayed in the file manager that identifies the cut or copied file and gives you the option to cancel the operation.

To paste a file, select **Paste** from the **More...** list of the folder where you want the file to be placed. The file will be placed in the selected folder. If the file was flagged to be cut, it will be removed from its original location.



Viewing Archives Contents

The **Contents** option displays the contents of an archived file. Archived files have the **.zip** extension. When viewing the contents of an archived file, individual files in the archive can be unzipped. The **Contents** page shows the files in the archive and the file's original and compressed size:



To unzip individual files in an archive, select the **Unzip** checkboxes next to the desired files and click **OK**. The files will be unzipped and displayed in the current directory in the file manager. If no checkboxes are selected and you click **OK**, the entire archive file will be unzipped.

Using AppLink

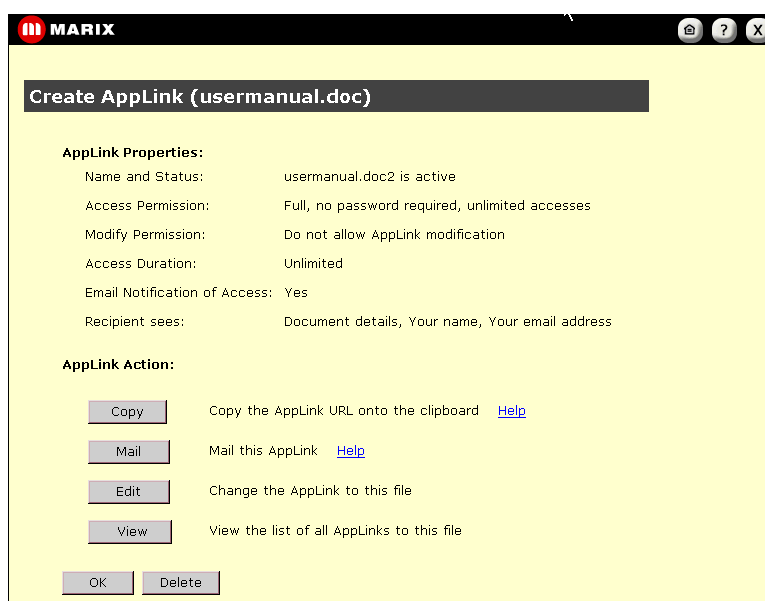
An AppLink allows other people to access a document which is saved on your Marix online storage. It opens a "window" to the original document through a Web browser. For example, if the file was created in a graphics program, it will appear in a Web-enabled version of that graphics program, in a separate Web browser on the recipient's computer.

To view online automated tutorials about AppLink, click the Help button on the Marix file manager and select the tutorial you wish to see.

Creating an AppLink

To create an AppLink, use the following steps:

1. Click the **More...** list for the selected file and select **AppLink**. The **Create AppLink** page displays, showing the AppLink properties and possible actions.



MARIX

Create AppLink (usermanual.doc)

AppLink Properties:

Name and Status:	usermanual.doc2 is active
Access Permission:	Full, no password required, unlimited accesses
Modify Permission:	Do not allow AppLink modification
Access Duration:	Unlimited
Email Notification of Access:	Yes
Recipient sees:	Document details, Your name, Your email address

AppLink Action:

Copy	Copy the AppLink URL onto the clipboard Help
Mail	Mail this AppLink Help
Edit	Change the AppLink to this file
View	View the list of all AppLinks to this file

Working with AppLinks

The following table describes the AppLink actions available on the Create AppLink page.

Option	Description
Copy	Copies the AppLink URL onto the Windows Clipboard for pasting into other documents, such as a separate e-mail, a Web page, or another document.
Mail	Creates an e-mail message containing the AppLink URL, using the default e-mail program. You can send the e-mail to anyone you want to have access to your document.
Edit	Displays the AppLink properties for editing.
View	Displays a list of all AppLinks for the selected file. From the List AppLinks page, you can activate, inactivate, or delete individual AppLinks for a file.
OK	Saves the AppLink without sending it. The AppLink will be displayed in the AppLink list for the associated file.
Delete	Deletes the new AppLink and returns to the Marix file manager.

Copying AppLinks

To copy an AppLink, use the following steps:

1. Click the **Copy** option on the Create AppLink page.
2. Paste the hyperlink into any document you desire: a separate e-mail, a Web page, or another document. (If you are using a Netscape browser, a window will appear containing the AppLink hyperlink. You will need to manually copy the hyperlink and paste it into the desired document.)
3. Save the document containing the AppLink hyperlink.

Mailing AppLinks

To mail an AppLink, use the following steps:

1. Click **Mail** on the **Create AppLink** page.
If you have a default e-mail program, a new e-mail message will appear containing the hyperlink to your AppLink file. If you click **Mail** and get a message saying you don't have a default e-mail program (the message will vary depending on your browser and computer), you may need to set up a default program. An alternative is to copy the hyperlink and manually paste it into an e-mail file.
2. Address the e-mail containing the hyperlink to anyone you want to give access to the AppLink.
3. Send the e-mail.

Editing AppLinks

To edit an AppLink when you create it, click **Edit** on the **Create AppLink** page. The **AppLink Properties** page displays. The properties give you control over how to use the AppLink, who receives it, and what they can do with it (read the document, edit it, return it to you), how long the AppLink is active, confirmation that the AppLink was received by the intended recipient, and so on.

To edit an existing AppLink, click the **AppLink** toolbar icon to list all your AppLinks, and then click the name of the AppLink you wish to edit.

Specific AppLink properties include the AppLink name and status, access permission, modify permission, access duration, e-mail notification of access, a message for the recipient, and recipient identification.

For more information, see the section "AppLink Properties."

Modifying Documents and Tracking Changes

With AppLink, you can send a document to a recipient and allow him or her to modify and return the document to you. This is useful for reviewing documents and getting up-to-date information from an individual or from a team, or for having someone modify a document and replace the original file with the updated file. You can also track changes to the file, so you can more easily see the modifications compared to the original document.

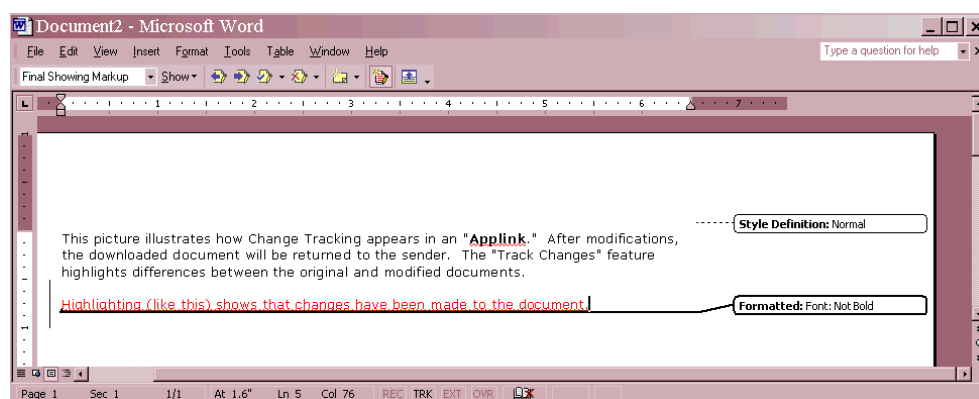
The **AppLink Modify Permission** property controls the ability of the recipient to modify the document and return the changes to you. The **Modify Permission** settings allow the following options:

- Copy the modified document. The modified document will be placed in your account in a folder named "**AppLinks (returned)**."

The "**AppLinks (returned)**" folder is created automatically by the system when the recipient returns a modified AppLink document to you. The folder is created in the same directory as the original AppLink document, so your account may contain multiple "**AppLinks (returned)**" folders.

- Overwrite the original document. The modified document will overwrite the original document stored in your account. The original document will be lost.
- Enable "**Track Changes**." Changes to a document will be automatically highlighted in the modified document returned to the sender. This feature is only available for applications that support the "**Track Changes**" functionality, such as Microsoft Word.

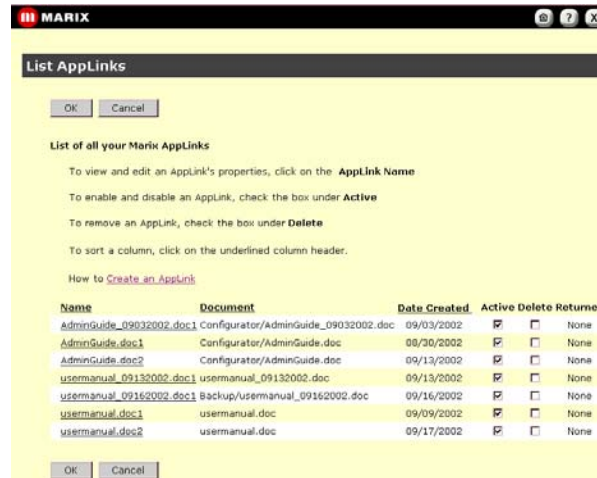
The following figure shows how the Track Change feature will highlight changes to a document. The bold, underlined text and vertical bar to the left of the text lines highlight where changes have been made.



Viewing AppLinks

You can view current AppLinks in several ways:

- Click the **AppLink** toolbar icon to display all the AppLinks in the file manager.
- Select the **List AppLinks** option from the drop-down menu for a folder.
- Click **View** when you create an AppLink.



List Applinks page

Use the List AppLink page to view a list of your AppLinks. If you selected AppLink from the toolbar, the list displayed is all the AppLinks for your account. If you came to this page from a folder "List AppLinks" option, you will see all AppLinks for that folder.

To sort the Applinks: Click the heading in the **Name**, **Document**, or **Date Created** column. The AppLinks will sort alphabetically, in ascending order, if you click the Name and Document columns and chronologically in the Date Created column. If you click the heading again, the AppLinks will sort in descending order.

To view an AppLink's properties: Click the underlined AppLink name.

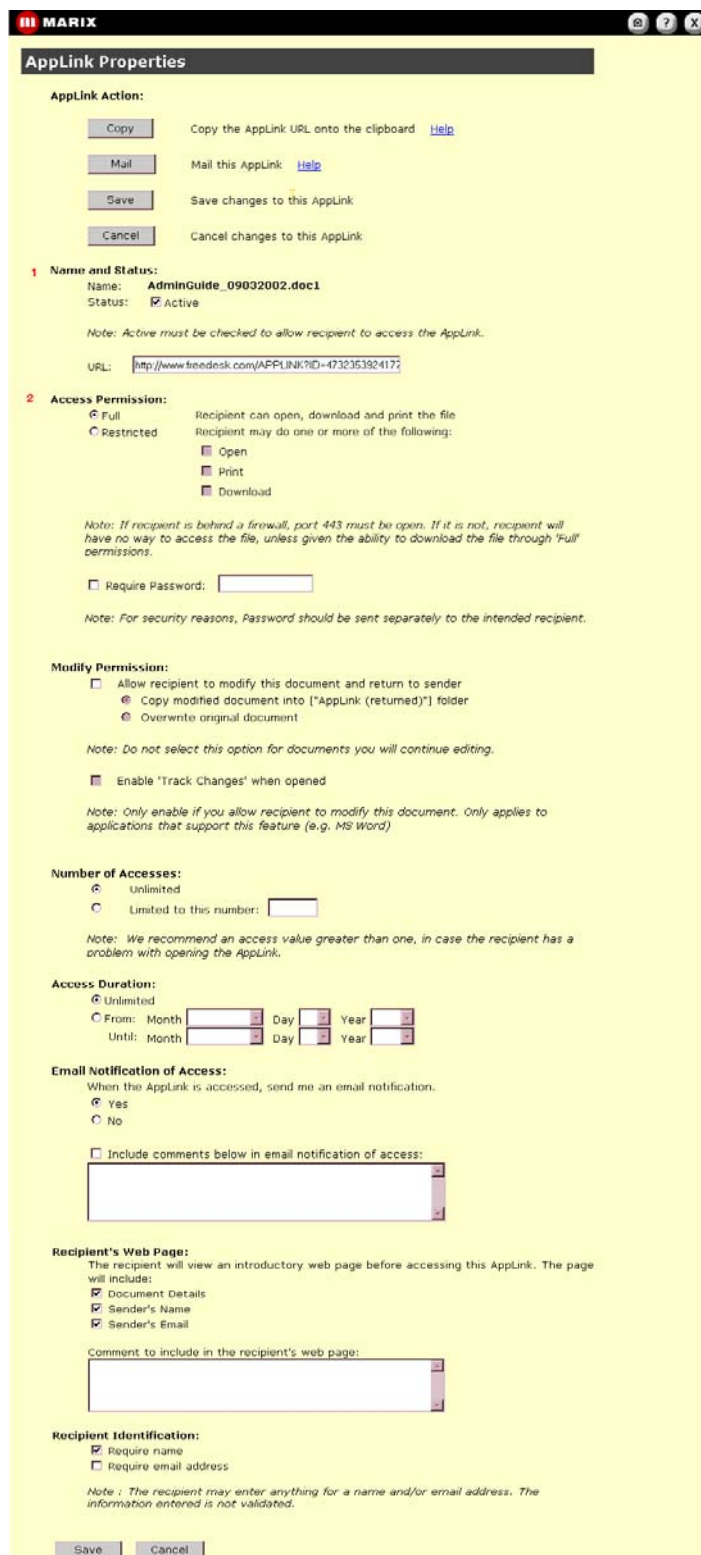
To enable or disable an AppLink: Toggle the **Active** checkbox for the desired AppLink. Deactivating an AppLink makes it inaccessible to AppLink recipients, although you can edit and reactivate it as desired.

To delete an AppLink: Check the **Delete** checkbox to delete the desired AppLink. If you do not have any other changes, click **OK**. The system will prompt you to confirm your selection. Click **OK** again. The selected AppLinks will be permanently deleted.

When you are finished viewing your AppLinks and making changes, click **OK** to close the **List AppLinks** page.

AppLink Properties

The following picture shows the AppLink Properties page. The numbers correlate to the table on page 22.



AppLink Properties

AppLink Action:

Copy the AppLink URL onto the clipboard [Help](#)

Mail this AppLink [Help](#)

Save changes to this AppLink

Cancel changes to this AppLink

1 Name and Status:

Name: **AdminGuide_09032002.doc1**

Status: ☒ Active

Note: Active must be checked to allow recipient to access the AppLink.

URL: <http://www.freedesk.com/APPLINK?ID=4732353924172>

2 Access Permission:

☒ Full Recipient can open, download and print the file

☐ Restricted Recipient may do one or more of the following:

☐ Open

☐ Print

☐ Download

Note: If recipient is behind a firewall, port 443 must be open. If it is not, recipient will have no way to access the file, unless given the ability to download the file through "Full" permissions.

☐ Require Password:

Note: For security reasons, Password should be sent separately to the intended recipient.

Modify Permission:

☐ Allow recipient to modify this document and return to sender

☒ Copy modified document into ["AppLink (returned)"] folder

☐ Overwrite original document

Note: Do not select this option for documents you will continue editing.

☐ Enable "Track Changes" when opened

Note: Only enable if you allow recipient to modify this document. Only applies to applications that support this feature (e.g. MS Word)

Number of Accesses:

☒ Unlimited

☐ Limited to this number:

Note: We recommend an access value greater than one, in case the recipient has a problem with opening the AppLink.

Access Duration:

☒ Unlimited

☐ From: Month Day Year

Until: Month Day Year

Email Notification of Access:

When the AppLink is accessed, send me an email notification.

☒ Yes

☐ No

☐ Include comments below in email notification of access:

Recipient's Web Page:

The recipient will view an introductory web page before accessing this AppLink. The page will include:

☒ Document Details

☒ Sender's Name

☒ Sender's Email

Comment to include in the recipient's web page:

Recipient Identification:

☒ Require name

☐ Require email address

Note: The recipient may enter anything for a name and/or email address. The information entered is not validated.

The following table describes the AppLink properties you can edit. The numbers correlate to the picture on page 20.

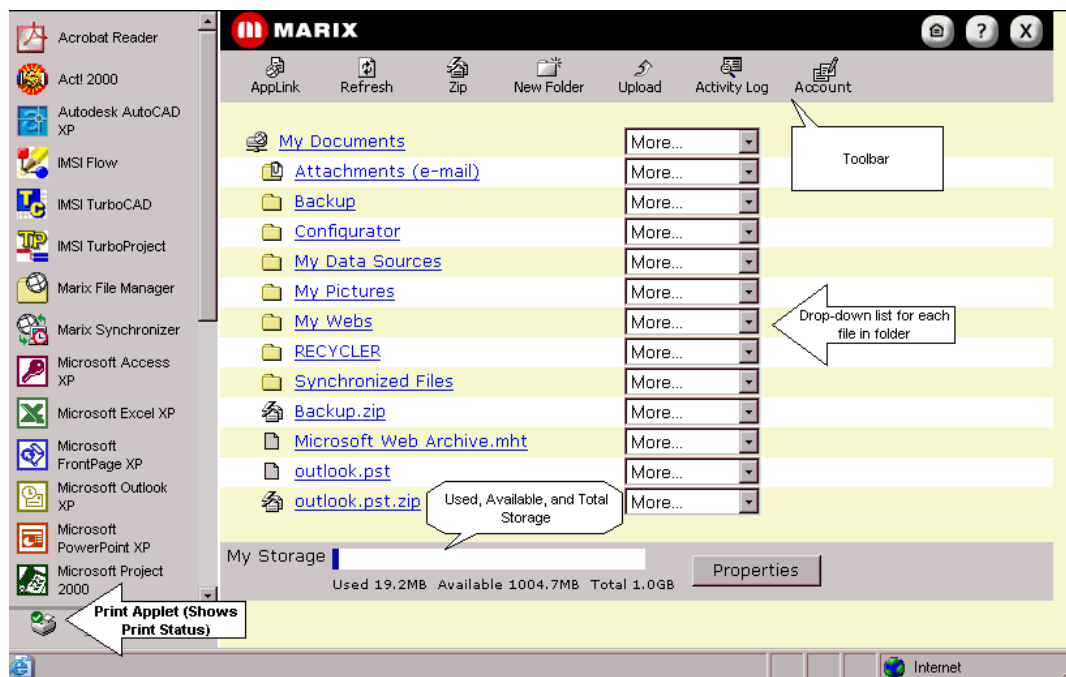
Option	Description
1. Name and Status	Lists the name of the file for which an AppLink will be created, and the status of the AppLink. The status can be Active or Inactive. Recipients cannot access inactive AppLinks. To change the status, use the Edit option.
2. Access Permission	Controls access to the document in the following ways: • Access can be full or restricted. Full access allows the recipient to open the file, print it, or download it to a computer. Restricted access allows you to disable the opening, printing, and downloading of the file by the recipient. • A case-sensitive password may be required. The recipient must enter a password of your choice to access the document. Enter the desired password when you create the AppLink. • Restrict the number of times the file may be accessed. You can specify a certain number of "hits" or accesses, or set the number to unlimited.
3. Modify Permission	Controls the ability of the recipient to modify the document and return the changes to you. You can let a recipient modify the document and do the following: • Place the modified document in your account in a folder named "AppLink (returned)." • Overwrite the original document stored in your account. The original document will be lost. • Automatically highlight the changes in the modified document returned to you. This feature is only available for applications that support the "Track Changes" function, such as Microsoft Word.
4. Number of Accesses	Controls the amount of times the recipient can access the document.
5. Access Duration	Controls the duration of time the recipient can access the document. The time can be unlimited or you can set a date range (mm/dd/yyyy) for the application to begin and end.
6. E-mail Notification of Access	Notifies the sender when the recipient downloads or returns the AppLink. You can also include comments or reminders that will be returned to you with the e-mail notification.
7. Recipient's Web Page	The recipient will view the View AppLink page , before they access the document. The Web page includes: • The Document's Details • The Sender's Name • The Sender's e-mail address
8. Recipient Identification	Controls whether the recipient is required to enter identifying information: the recipient's name and e-mail address. This information will be included in your e-mail notification when the AppLink is accessed. NOTE: There is no verification control for the accuracy of the information provided by the recipient.

AppLink and IMSI TurboProject Files

AppLink currently does not open IMSI TurboProject files directly. When creating an AppLink to a file created using IMSI TurboProject, you will need to export the TurboProject file to Microsoft Project format (*.mpx), then create an AppLink for the *filename.mpx* file.

Using Oasis to Manage Files and Work with Applications

Marix **Oasis** software provides access to your files in Marix online storage and access to selected software applications. Oasis opens a Webtop and displays your files and programs. When you select a file associated with an application, the associated program launches and opens the file. The following figure shows a sample Oasis Webtop launched by Marix.



Accessing Programs

Programs you have subscribed to are available through the Oasis Webtop.

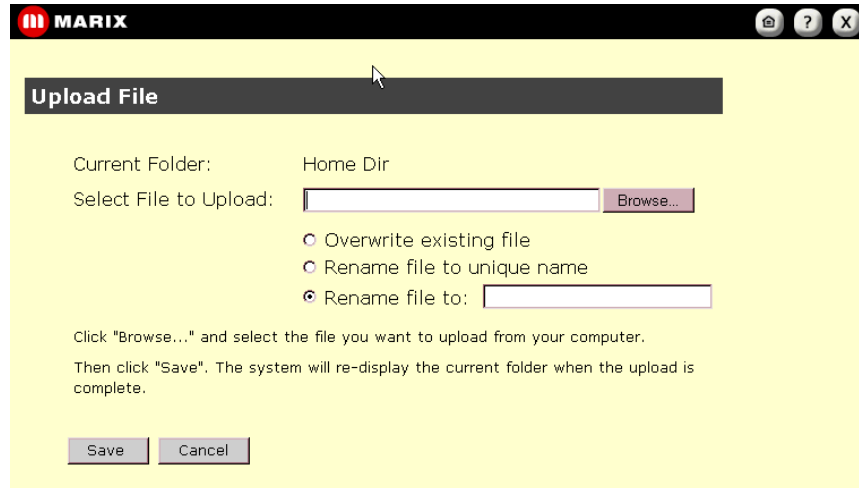
To access a program, click the desired program name on the Webtop. The program is launched from the Webtop and appears in a separate browser window.

When a program is running on your Webtop, a clock symbol appears over the program icon.

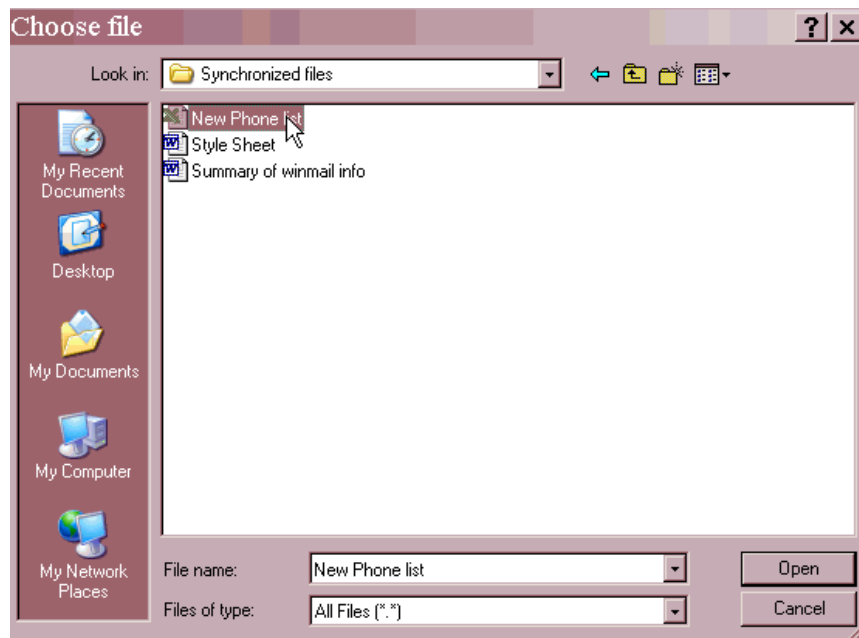
Uploading Files

To take advantage of Marix features, you must upload files to your Webtop. Use the following steps:

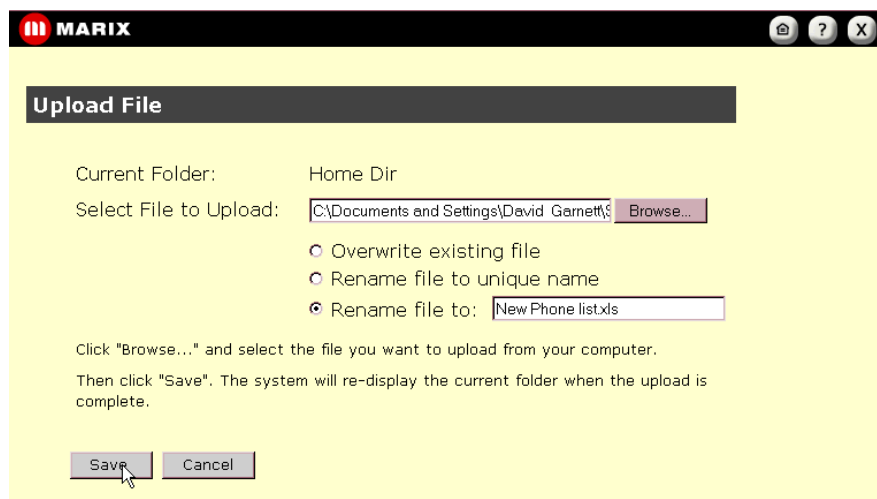
1. On the file manager toolbar, click **Upload**. The **Upload** page displays.



2. Click **Browse**. The **Choose File** dialog box displays.



3. Select the file to upload and click **Open**.



4. Click **Save** to upload the file to the file manager.
Only one file at a time can be uploaded.

When you are uploading large files (generally more than 16MB), the process can be slow and the server could time out. Upload times also can be influenced by the network and the Internet connectivity at the time of the upload. The **Marix Synchronizer** feature can quickly synchronize, update and download large files between the file manager and a computer. If your upload is taking too much time, try using the **Synchronizer** to load the file. See **Using Marix Synchronizer** on page 31 for more information.

NOTE: The **Marix Synchronizer** is not currently available for all installations.

Accessing Files

The following table describes how to open files and folders with Oasis.

Option	Description
To open a Folder	Click the folder name (hyperlink), or click the folder icon, or select Open from the More... drop-down menu. The folder will open to display the contents.
To close a folder	Click the folder icon above the current folder. The folder will close, and the manager will display the contents of the folder you clicked.
To open a file	Either click the file name (hyperlink), or select Open from the More... drop-down menu next to the file. The file will open.

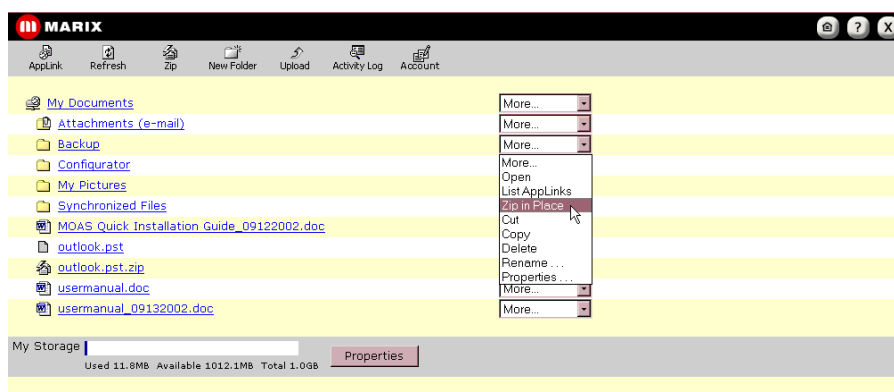
Working with Files and Folders

Next to each file or folder, there is a drop-down menu. This menu (**More...**) contains the options appropriate to the selected file or folder.

When an option is selected, one of two things will happen:

- For options ending with an ellipsis (...), a page will be displayed to enter information for that option. For example: if you select **Properties...** the **Properties** page loads with the selected file or folder details.
- For other options, the selected action will be executed. For example, when **Zip In Place** is selected, a file named with the extension ".zip" is created and displayed in

the file manager. The *filename.zip* file is created in the same directory as the source file.



File and Folder Options

Click the **More...** drop-down menu, located to the right of each file or folder name, to access the following options. Note that some options are only available under certain conditions, for example, UnZip does not appear unless a file or folder has been zipped.

Option	Description
Open	Opens a folder and displays the content in the file manager. In Oasis, this also opens a file in its original application.
AppLink	Creates an AppLink from the selected file or folder.
List AppLinks	Lists all AppLinks for the selected file or folder.
Associate...	Associates a file with an application. The Associate File page displays. Unassociated files will appear as gray icons in the file manager. This will only appear when a file is not associated with an application.
ZIP in Place	Creates a compressed Zip file (which is recommended for moving large audio, video or picture files). The filename will be <i>filename.zip</i> .
UnZip	Unzips the archive into the current folder. Unzip is only available with Zip files. Unzipping a file that contains more than one file or folder puts all the files and folders into the current folder, in the order they originally had before being "zipped" (compressed).
Download...	Downloads the file to your local computer. The Download pop-up dialog displays.
Cut	Flags the file to be removed from one location in the file manager and pasted in another location. The name of the file to be cut appears on the file manager with a note indicating that a paste is pending. When the file is pasted into its new location, it is removed from its original location.
Copy	Flags the file to be copied from the file manager and pasted in an additional location. The name of the file to be copied appears on the file manager with a note indicating that a paste is pending.
Paste	Places a cut or copied file into a new location. Paste is only available when a file has been cut or copied.

Option	Description
Delete	Removes the file from the file manager. When a file is deleted, a list of all associated AppLinks displays along with a confirmation to delete the associated AppLinks. There is no way to recover deleted files.
Rename...	Renames the file. The Rename page displays.
Contents...	Displays the Contents page to view and decompress individual files in a Zip archive. The Contents option is only available with Zip files.
Properties...	Displays the Properties page to view and edit information about the file. The Properties page is not automatic. If you want to display the document's properties, you must add them, using the dialog boxes. Properties are basic information about a file or folder and include the folder location, file size, date last modified, title, subject, author, manager, company, category, keywords, and comments. When changes are made, click Save to save changes and return to the file manager.

File Association with Applications

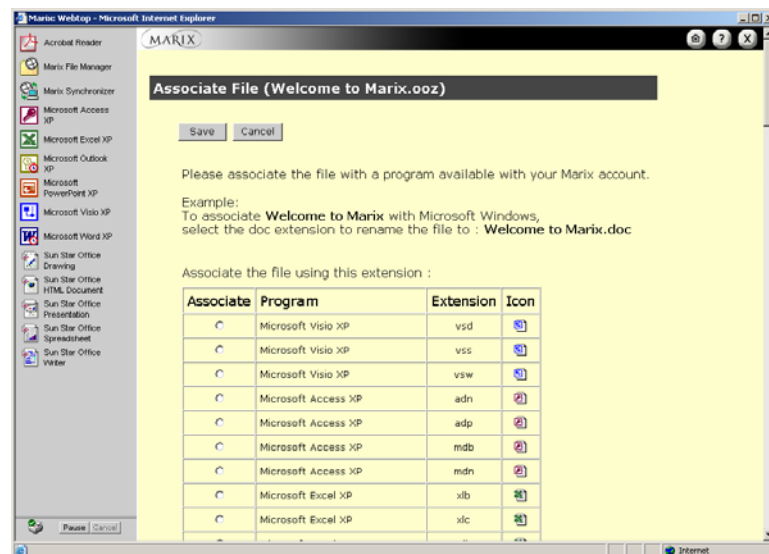
For a file to open in its original application, the file must be associated with an application found on the Oasis Webtop. This is done with the three-letter file extension at the end of the file name (example: filename.doc would be associated with Microsoft Word).

If there is no file extension or the file extension is unknown, Oasis cannot associate a document with an application.

When Oasis is unsure of the application that will open the file, it identifies the file as *unassociated*. The application icon next to the file name in the file manager will appear gray.

To associate a file with an application, use the following steps:

1. Click the **More...** drop-down list for the unassociated file, and select **Associate**. The Associate File page displays.



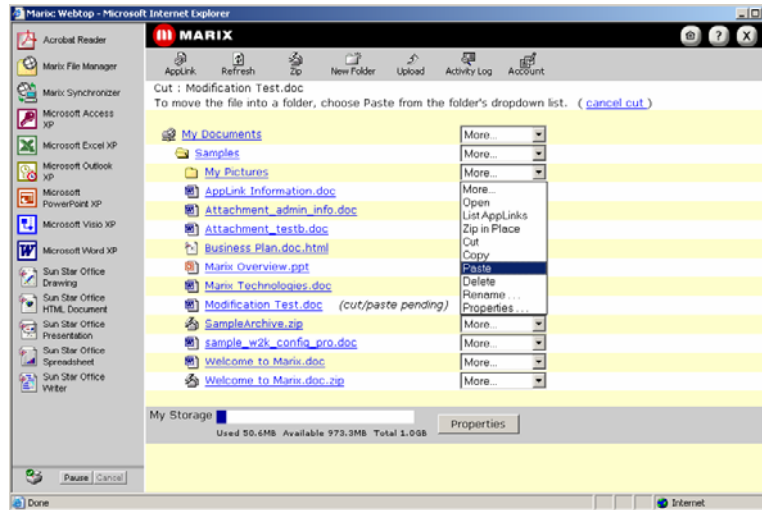
2. In the list of available programs, select the type of application with which to associate the file.

- Click **Save**. The file will now be associated with the selected program, which will match the icon.

Pasting Cut or Copied Files

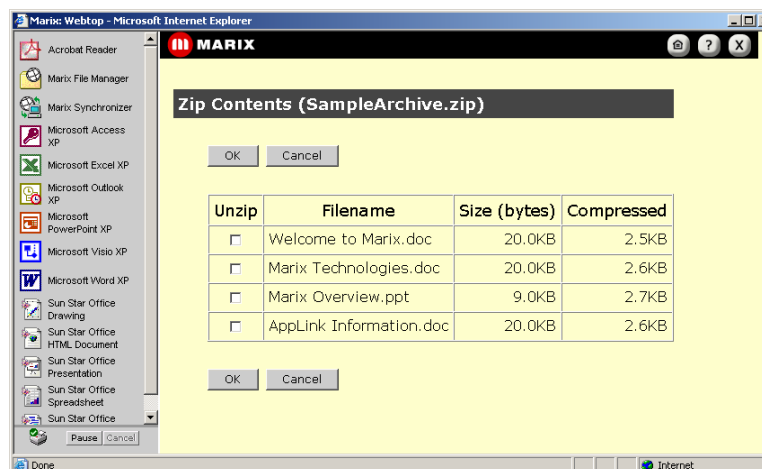
When a file is cut or copied, it is flagged to be pasted in a new location. In the file manager, a message will be displayed that identifies the cut or copied file and gives you the option to cancel the operation.

To paste a file, select **Paste** from the **More...** list of the folder where you want the file to be placed. The file will be placed in the selected folder. If the file was flagged to be cut, it will be removed from its original location.



Viewing Archives Contents

The Contents option displays the contents of an archived file. Archived files have the ".zip" extension. When viewing the contents of an archived file, individual files in the archive can be unzipped. The contents page shows the files in the archive and the file's original and compressed size:



To unzip individual files in an archive, select the **UnZip** checkboxes next to the desired files and click **OK**. The files will be unzipped and displayed in the current directory in the file manager. If no checkboxes are selected and you click **OK**, the entire archive file will be unzipped.

Toolbar Options

The options on the file manager toolbar perform a number of functions, including displaying AppLinks and account activity, creating new folders, and uploading files from another computer.



The following table describes the options available on the file manager toolbar:

Option	Description
AppLink	Displays a list of all existing AppLinks for your account. From this list you can view AppLink properties by clicking on the AppLink name, activate or deactivate AppLinks, and delete AppLinks.
Refresh	Reloads the file manager display. Useful when an item has been created but is not yet displayed in the file manager.
Zip	Creates a compressed archive file of any selected files.
New Folder	Creates a new folder in the file manager.
Upload	Moves files from your computer to the Oasis file manager.
Activity Log	Displays the activities that have taken place in the file manager.
Account	Displays a simple form that allows you to change your account password, first and last names, and e-mail address.

Listing AppLinks

To list the AppLinks you have created, click **AppLink** on the file manager toolbar. From this list, you can view AppLink properties by clicking the AppLink name, activate or deactivate AppLinks, and delete AppLinks.

Archiving Files (Zip)

To create a compressed archive file of any selected files, use the following steps:

1. On the file manager toolbar, click **Zip**. The **Zip Files** page displays. It will list the name of the folder in which the Zip archive will be created.
2. Enter a name for the zip file in the **Name your Zip File** box.
3. Enter the files names or file extension to be included in the archive file in the **File Names** area, separating file names with commas. For example, to include the file "Test.doc" plus all PowerPoint and Excel files, enter "Test.doc, ppt, xls" (excluding quotation marks).
4. Zip all files in the current folder. Select **Include** from the **Include/Exclude Files** list.
 - To zip all files in the current folder *with the exception of those listed in the **File Names** box*, select **Exclude** from the **Include/Exclude Files** list.

- To zip the files in the subfolders of the folder, select **Yes** in the **Include Subfolders** list.
5. Click **Save**. The selected files are compressed and the zip file appears in the current directory.

You can also create Zip files by clicking the **Zip in Place** option in any file or folder option box. This will zip the selected file or folder in its current location.

When a folder is zipped, all files and subfolders in the folder will be zipped (unless you select **No** in the Include Subfolders list). When you unzip an archive containing a folder, the files (and subfolders) appear in the same hierarchy they had when zipped.

Unzipping Files

To unzip a Zip file, select **UnZip** in the **More...** menu for the selected Zip file. The unzipped file will be displayed in the current folder in the file manager. Unzipping a file that contains more than one file or folder puts all the files and folders into the current folder, in the order they originally had before being zipped.

Creating New Folders

To create a new folder, use the following steps:

1. On the file manager toolbar, click **New Folder**.
2. Enter a **name** for the new folder.
3. Click **Save**. The new folder will be created in the current folder.

Viewing the Activity Log

To view the **Activity Log**, which displays a record of the activities on the file manager, use the following steps:

1. Click **Activity Log** on the file manager toolbar. The **View Activity Log** page displays.
2. Enter the date range in the **From** and **To** boxes. Enter dates in yyyy/mm/dd format.
3. Enter search text, if any. The search will return all lines with text matching exactly what is entered.
4. Select the number of records for the search to return.
5. Select how often to update the view. This sets how often the results list will refresh itself. You can select 60, 120 or 240 seconds, or None.
6. Click **View**. The **Activity Log Contents** page displays. Results can be refreshed by clicking the **Refresh** button.

Updating User Account Information

To change your account password, first name, middle initial, last name, or e-mail address, use the following steps:

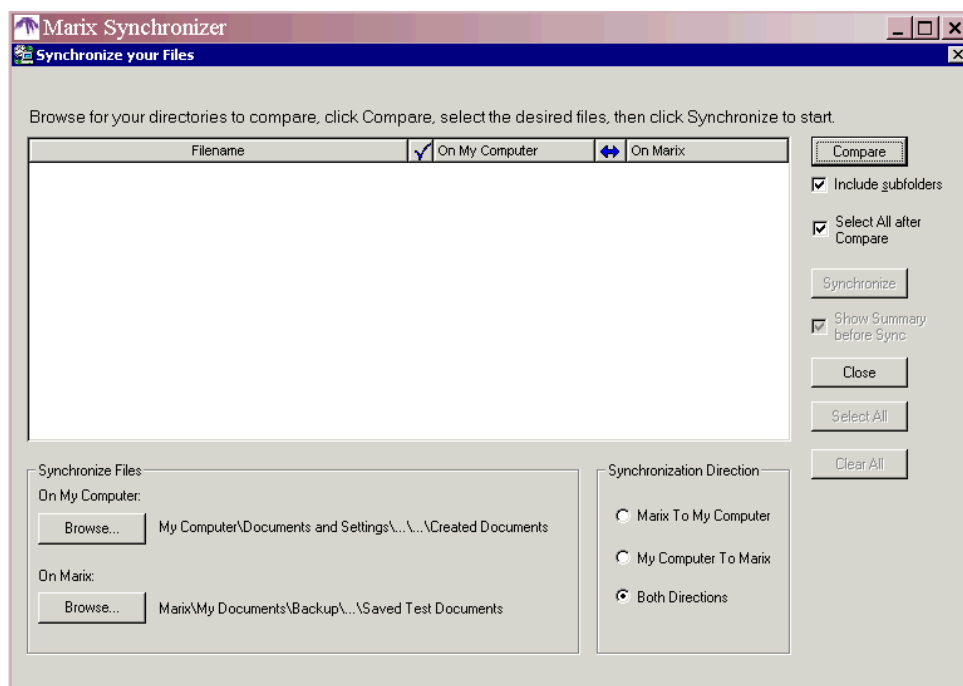
1. On the file manager toolbar, click **Account**. The **Update Account** page displays.
 2. In the form provided, enter the desired new or changed information for your first name, middle initial, last name, e-mail address, and phone number.
 3. Enter a new password only if you wish to change your password. You must confirm the new password by entering it again in the **Confirm New Password** box.
 4. Click **Save** to save your changes and return to your file manager directory.
- NOTE: Account updates will appear the next time you log in to the Marix system.

Using Marix Synchronizer

Using **Marix Synchronizer**, you can quickly synchronize, update and download large files between your Marix Webtop and a computer.

If your upload is taking too much time, try using the **Synchronizer** to load the file. Click the

Synchronizer icon  **Marix Synchronizer**. The Synchronizer displays in your browser.



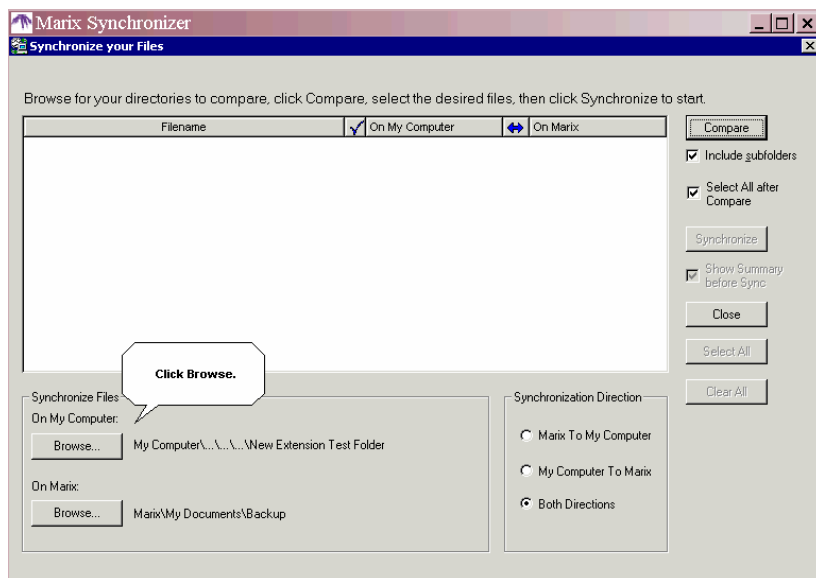
The Synchronizer allows you to:

- Backup files between your computer and your Marix Webtop
- Backup files between your Marix Webtop and your computer
- Synchronize files both ways

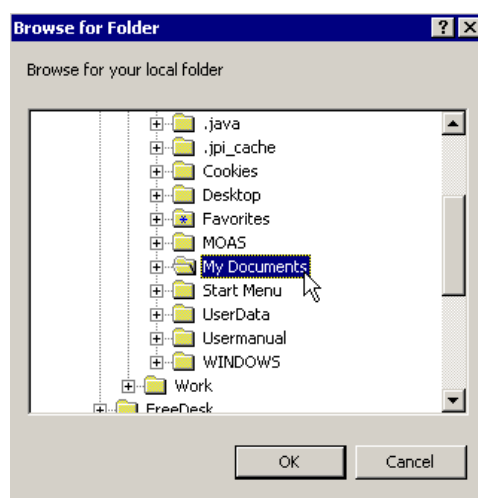
Example 1: Synchronizing files between your computer and your Marix Webtop

If you would like to backup files from your computer to your Marix Webtop:

1. Click **Browse** under **On My Computer**.

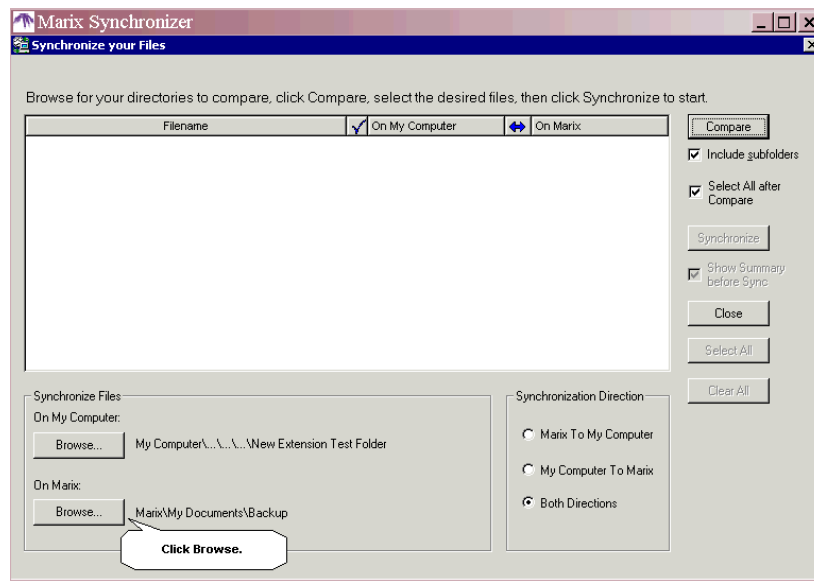


2. The **Browse for Folder** dialog displays.

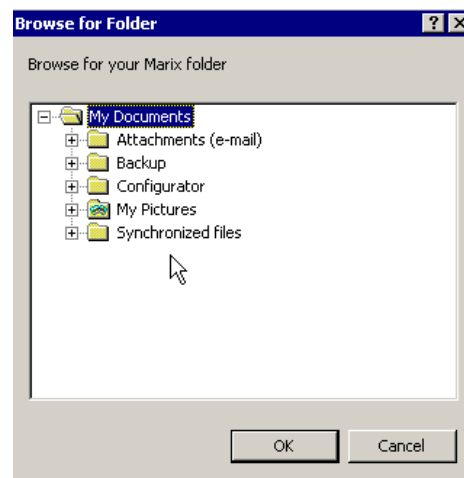


3. Navigate to the folder where the file currently exists. The folder name and path appear, next to the **Browse** button on the Synchronizer.

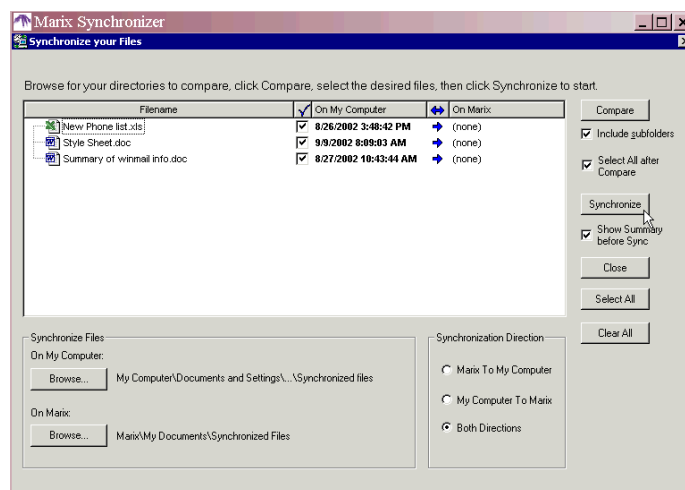
4. Click **Browse** under **On Marix**. The **Browse for Folder** dialog displays.



5. Navigate to the folder where you would like the file to exist on the **Marix Webtop**.

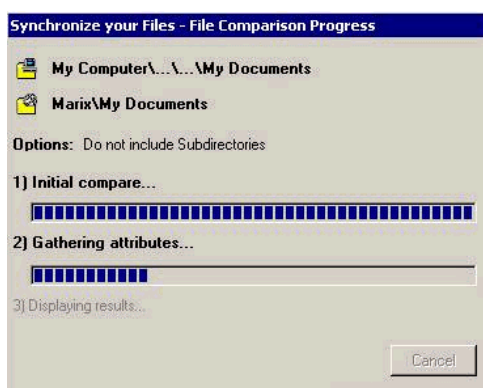


6. Click **Compare**.



The files within the folder appear in the **Synchronizer** window. The checkboxes will appear with checks next to all the files. You can clear the checkboxes, by clicking **Clear All** or; you can check all of the boxes by clicking **Select All**. **Note:** Only the checked files will be synchronized.

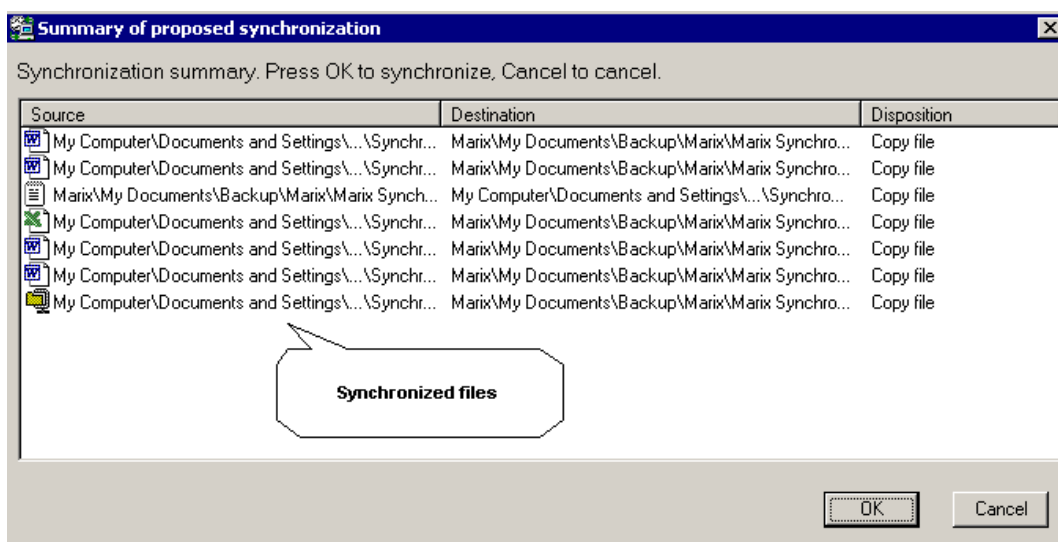
The **Synchronize your Files – File Comparison Progress** screen displays.



7. Click **OK**. You will see the following screen.



8. The **Marix Synchronizer actions** window displays.

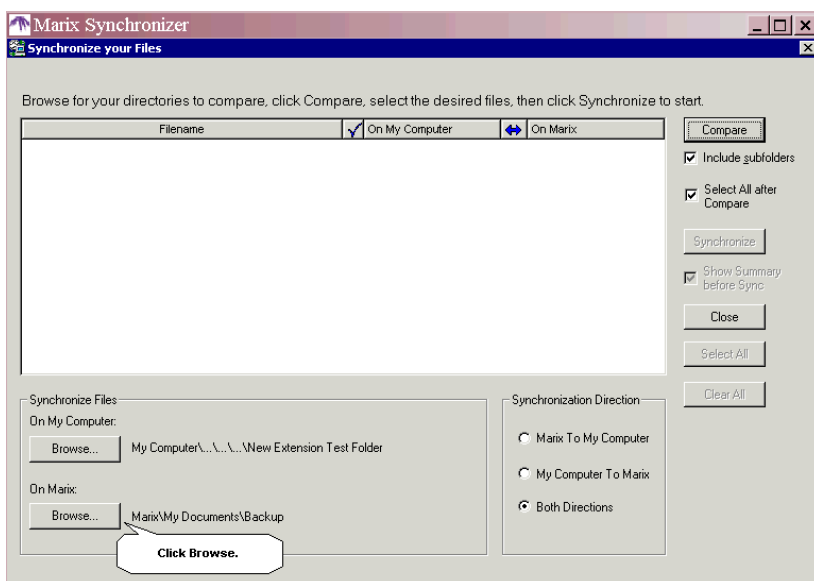


9. Click **OK**. The Synchronizer closes.

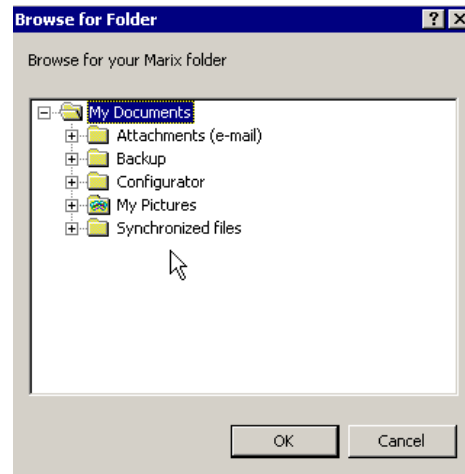
Example 2: Synchronizing files between your Marix Webtop and your computer

If you have created and saved files on your Marix Webtop that you would like to save to your computer:

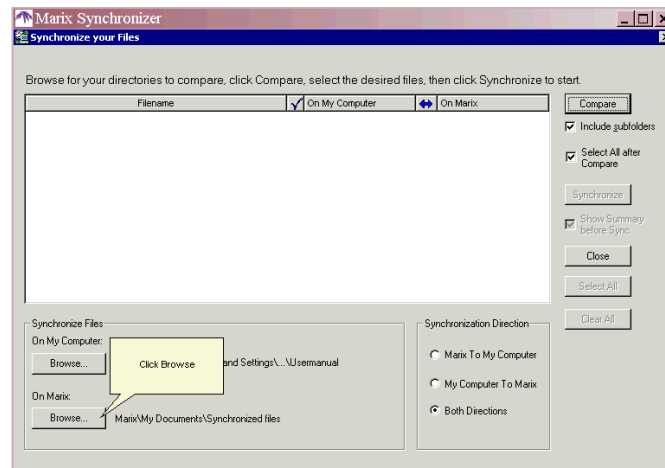
1. Click **Browse** under **On Marix**.



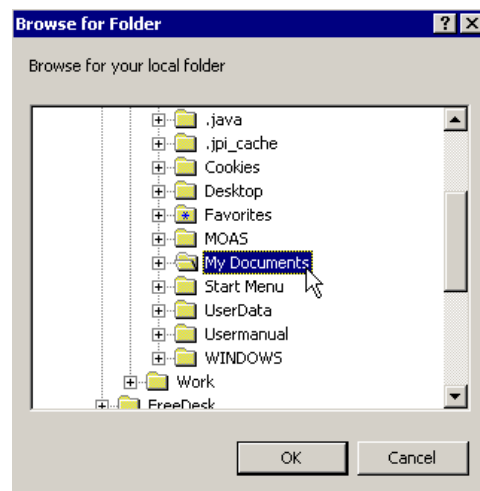
2. The **Browse for Folder** dialog displays.



3. Navigate to the folder where the file currently exists. The folder name and path appear, next to the **Browse** button on the Synchronizer.
4. Click **Browse** under **On Marix**.

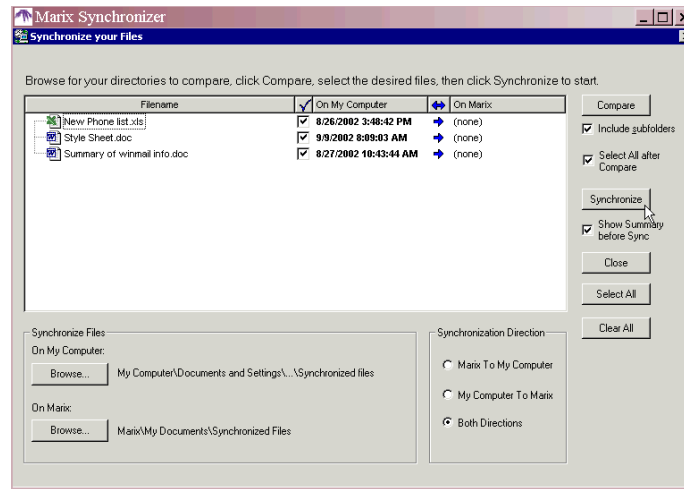


5. The **Browse for Folder** dialog displays.



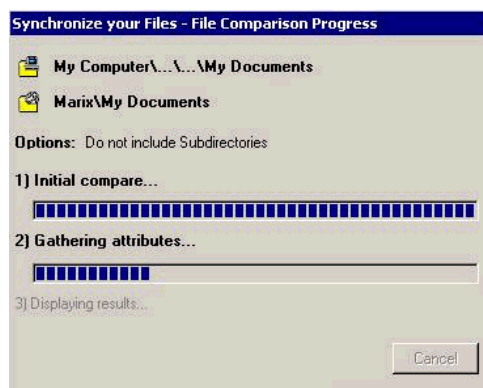
6. Navigate to the folder where you would like the file to exist on your computer.

7. Click **Compare**.

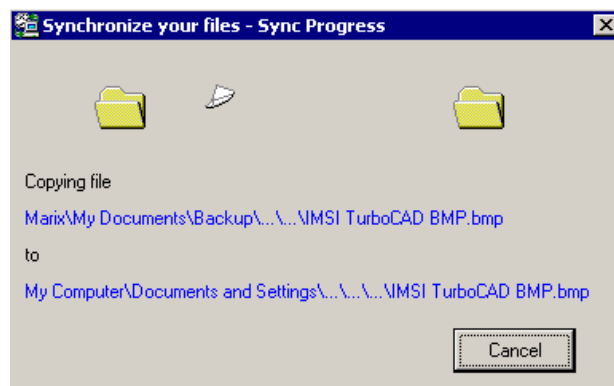


The files within the folder appear in the **Synchronizer** window. The checkboxes will appear with checks next to all the files. You can clear the checkboxes, by clicking **Clear All** or; you can check all of the boxes by clicking **Select All**. **Note:** Only those files which are checked will be synchronized.

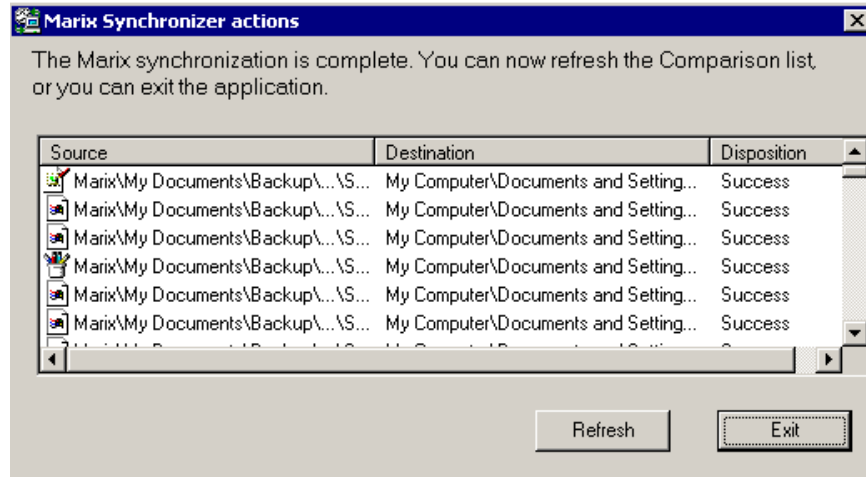
The **Synchronize your Files – File Comparison Progress** screen displays.



8. Click **OK**. You will see the following screen.



9. The **Marix Synchronizer actions** window displays.



If you synchronize files both ways, the **Marix Synchronizer actions** window will look like this.

10. Click **OK**. The Synchronizer closes.

Webtop Outlook Client Setup

If you choose to use Oasis Webtop Microsoft Outlook, it can be configured to look for mail on the appropriate mail server and look and function like a locally installed copy of Microsoft Outlook.

To configure Webtop Microsoft Outlook, use the following steps. Note that this procedure example is written for Windows XP. Different editions of Windows may require slightly different steps. Also, you will need to use your site's exchange server box and domain name information instead of the examples in this procedure.

1. Before you log in, obtain and have at hand your site's exchange server box and domain name information. You will need this information to configure Webtop Microsoft Outlook. If you start this procedure and do not have the information, or enter incorrect information, there is no way to back out of the change. A system administrator will need to reconfigure your account.
2. Log in to Marix and select **Oasis**.
3. Launch **Microsoft Outlook** from the Marix Webtop programs.
4. If this is your first time accessing Microsoft Outlook, you will be prompted to set up Outlook. (If this is not the first time of use, and an account has been previously set up, you should be able to start using Microsoft Outlook as your default e-mail program.) To set up Outlook, continue with the following steps.
5. Click **Tools**, then **E-mail Accounts**.
6. Select **Add a new e-mail account**, and click **Next**.
7. Choose the **Microsoft Exchange server** option, and click **Next**.
8. In the **Microsoft Exchange Server** box, enter your site's exchange server box information (for example, **FD-EX-01**). This is not case sensitive.
9. In the **User Name** box, enter your full name (for example, Jim Smith).
10. Select the **Check Name** button to the right of the User Name field.

11. At the login prompt, enter your user name and password. Enter your site's domain name and click **OK**. This should return you to the **Email Accounts → Exchange Server Settings** dialog, with your name underlined.
12. NOTE: The format of your name may change.
13. Click **Next**. If prompted to enter your user name and password again, do so, and click **OK**.
14. Click **Finish**.
15. If you are prompted to enter your login information again, do so, and click **OK**.

Changing Time Zone Settings

1. In Outlook, select **Tools → More....** The **More...** dialog box displays.
2. Click the **Calendar Options** button on the **Preferences** tab. The **Calendar Options** dialog box displays.
3. In the **Advanced Options** section, click the **Time Zone** button. The **Time Zone** dialog box displays.
4. In the **Time Zone** dialog box, choose your time zone from the **Timezone** drop down list.
5. Click **OK** on all opened dialog boxes until you are back to the main Outlook window.

Using AppLink

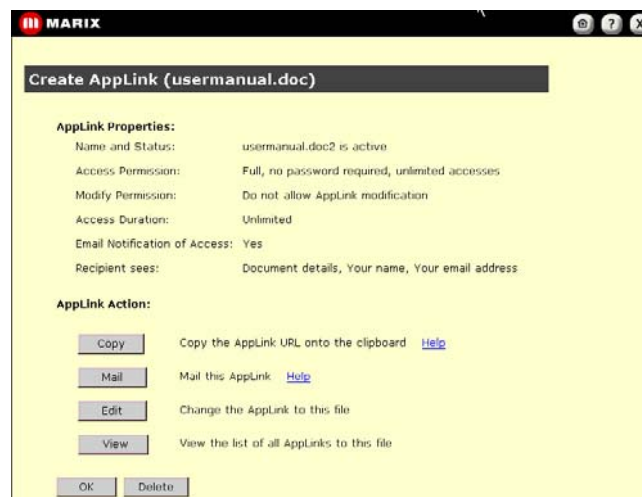
An AppLink lets other people access a document on your Marix online storage space. It opens a "window" to the original document through a Web browser, *using the original program*. For example: if the file was created in a graphics program, it will appear in a Web-enabled version of that graphics program, in a separate Web browser on the recipient's computer.

To view online automated tutorials about AppLink, click the Help button on the Marix file manager and select the tutorial you wish to see.

Creating an AppLink

To create an AppLink, use the following steps:

1. Click the **More...** list for the selected file and select **AppLink**. The **Create AppLink** page displays, showing the AppLink properties and possible actions.



2. To change the AppLink properties, click **Edit**.
3. When you have finished editing, copying, or mailing the AppLink, click **OK**. The AppLink will be saved.

AppLink Properties

See page 20 for the AppLink Properties page, for a view of the AppLink properties page.

The following table describes the AppLink properties you can edit.

Option	Description
Name and Status	Lists the name of the file for which an AppLink will be created, and the status of the AppLink. The status can be Active or Inactive. Recipients cannot access inactive AppLinks. To change the status, use the Edit option.
Access Permission	Controls access to the document in the following ways: • Access can be full or restricted. Full access allows the recipient to open the file, print it, or download it to a computer. Restricted access allows you to disable the opening, printing, and downloading of the file by the recipient. • A case-sensitive password may be required. The recipient must enter a password of your choice to access the document. Enter the desired password when you create the AppLink. • Restricts the number of times the file may be accessed. You can specify a certain number of "hits" or accesses, or set the number to unlimited.
Modify Permission	Controls the ability of the recipient to modify the document and return the changes to you. You can let a recipient modify the document and do the following: • Place the modified document in your account in a folder named "AppLink (returned)." • Overwrite the original document stored in your account. The original document will be lost. • Automatically highlights the changes in the modified document returned to you. This feature is only available for applications that support the "Track Changes" function, such as Microsoft Word.
Access Duration	Controls the duration of time the recipient can access the document. The time can be unlimited or you can set a date range (mm/dd/yyyy) for the application to begin and end.
E-mail Notification of Access	Notifies the sender when the recipient opens, downloads, or returns the AppLink. You can also include comments or reminders that will be returned to you with the e-mail notification.
Recipient Web Page	Controls what the recipient will see in an introductory Web page before accessing the AppLink. The page may include document details, the sender's name, and sender's e-mail address and optional comments.
Recipient Identification	Controls whether the recipient is required to enter identifying information: the recipient's name and e-mail address. This

Option	Description
	information will be included in your e-mail notification when the AppLink is accessed. NOTE: There is no verification control for the accuracy of the information provided by the recipient.

AppLinking IMSI TurboProject Files

AppLink currently does not open IMSI TurboProject files directly. When creating an AppLink to a file created using IMSI TurboProject, you will need to export the TurboProject file to Microsoft Project format (*.mpx), then create an AppLink for the *filename.mpx* file.

Working with AppLinks

The following table describes the AppLink actions available on the Create AppLink page.

Option	Description
Copy	Copies the AppLink URL onto the Windows Clipboard for pasting into other documents, such as a separate e-mail, a Web page, or another document.
Mail	Creates an e-mail message containing the AppLink URL, using the default e-mail program. You can send the e-mail to anyone you want to have access to your document.
Edit	Displays the AppLink properties for editing.
View	Displays a list of all AppLinks for the selected file. From the List AppLinks page you can activate, inactivate, or delete individual AppLinks for a file.
OK	Saves the AppLink without sending it. The AppLink displays in the AppLink list for the associated file.
Delete	Deletes the new AppLink and returns to the Marix file manager.

Copying AppLinks

To copy an AppLink, use the following steps (see page 17):

1. Click the **Copy** option on the **Create AppLink** page.
2. Paste the hyperlink into any document you desire: a separate e-mail, a Web page, or another document. (If you are using a Netscape browser, a window will appear containing the AppLink hyperlink. You will need to manually copy the hyperlink and paste it into the desired document.)
3. Save the document containing the AppLink hyperlink.

Mailing AppLinks

To mail an AppLink, use the following steps:

1. Click **Mail** on the **Create AppLink** page.
If you have a default e-mail program, a new e-mail message will appear containing the hyperlink to your AppLinked file. If you click **Mail** and get a message saying you have no default e-mail program (the message will vary depending on your browser and computer), you will probably need to set up a default program. An alternative is to copy the hyperlink and manually paste it into an e-mail file.

2. Address the e-mail containing the hyperlink to anyone you want to give access to the AppLink.
3. Send the e-mail.

Editing AppLinks

To edit an AppLink when you create it, click **Edit** on the **Create AppLink** page. The **AppLink Properties** page displays. The properties give you control over how to use the AppLink, who receives it, and what they can do with it (read the document, edit it, return it to you), how long the AppLink is active, confirmation that the AppLink was received by the intended recipient, and so on.

To edit an existing AppLink, click the **AppLink** toolbar icon to list all your AppLinks, and then click the name of the AppLink you wish to edit.

Specific AppLink properties include the AppLink name and status, Access Permission, Number of Accesses, Modify Permission, Number of Accesses, Access Duration, E-Mail Notification of Access, a Message for the Recipient, and Recipient Identification.

For more information, see the section "AppLink Properties" on page 20.

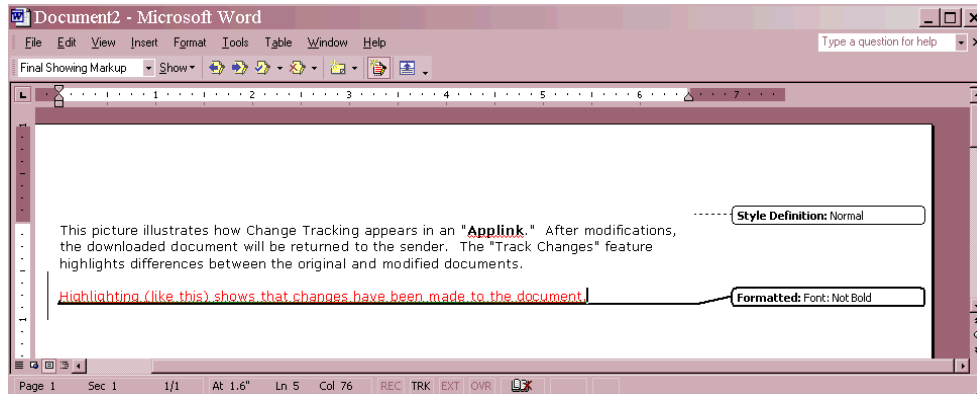
Modifying Documents and Tracking Changes

With AppLink you can send a document to a recipient and allow him or her to modify and return the document to you. This is useful for reviewing documents and getting up-to-date information from an individual or from a team, or for having someone modify a document and replace the original file with the updated file. You can also track changes to the file, so you can more easily see the modifications compared to the original document.

The **AppLink Modify Permission** property controls the ability of the recipient to modify the document and return the changes to you. The **Modify Permission** settings allow the following options:

- Copy the modified document. The modified document will be placed in your account in a folder named "**AppLinks (returned)**."
 - The "**AppLinks (returned)**" folder is created automatically by the system when the recipient returns a modified AppLink document to you. The folder is created in the same directory as the original AppLink document, so your account may contain multiple "**AppLinks (returned)**" folders.
- Overwrite the original document. The modified document will overwrite the original document stored in your account. The original document will be lost.
- Enable "**Track Changes**." Changes to a document will be automatically highlighted in the modified document returned to the sender. This feature is only available for applications that support the "**Track Changes**" functionality, such as Microsoft Word.

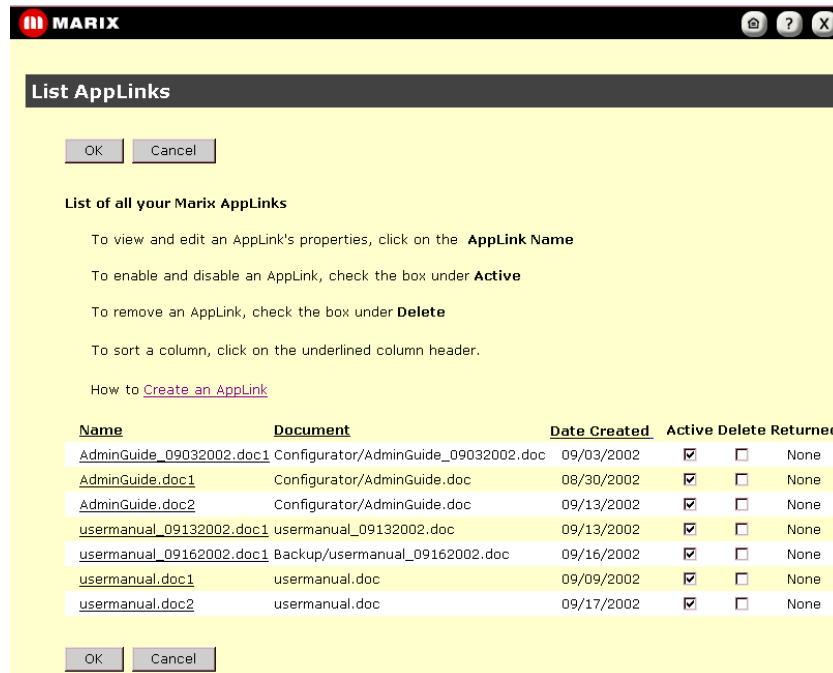
The following figure shows how the Track Change feature will highlight changes to a document. The underlining, red color, and vertical bar to the left of the text lines highlight where changes have been made.



Viewing AppLinks

You can view current AppLinks in several ways:

- Click the **AppLink** toolbar icon to display all the AppLinks on the file manager
- Select the **List AppLinks** option from the drop-down menu for a folder
- Click **View** when you create an AppLink



To view an AppLink's properties: Click the underlined AppLink name.

To enable or disable an AppLink: Toggle the **Active** checkbox for the desired AppLink. Deactivating an AppLink makes it inaccessible to AppLink recipients, although you can edit and reactivate it as desired.

To delete an AppLink: Check the **Delete** checkbox to delete the desired AppLink. If you do not have any other changes, click **OK**. The system will prompt you to confirm your selection. Click **OK** again. The selected AppLinks will be permanently deleted. When you are finished viewing your AppLinks and making changes, click **OK** to close the List AppLinks page.

Using Perimeter to Work with AttachLinks

Marix Perimeter software processes e-mail attachments to prevent viruses and malicious code from reaching your computer, and to decrease e-mail storage requirements. The **Perimeter Gateway** stores an attachment and creates an AttachLink. An AttachLink is an HTML attachment that can be managed in a similar manner as a regular attachment. When you click an AttachLink in your e-mail, it accesses the attachment, using an application that is running remotely on a centralized server.

Each removed attachment is held in quarantine to prevent the spread of a new, unreported virus. The length of the quarantine period is configured by the Perimeter administrator. You can open and view an AttachLink while it is in quarantine, but you cannot download the attachment to your local computer until it is out of quarantine.

Note: Attachments will be reattached, if the original e-mail is forwarded to an e-mail address that is not within the Marix environment.

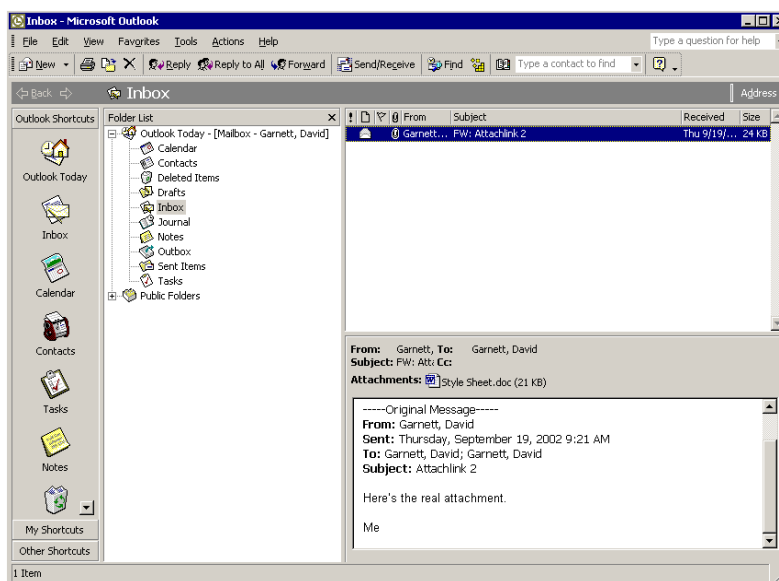
Note: Perimeter will not strip off and store attachments when e-mails are sent between users on the same Exchange server.

Managing AttachLinks

When you access e-mail (using a program running on your local computer) and want to view an attachment that is stored on the central server, you will see a series of pop-up windows and selections for opening, saving, and downloading e-mail AttachLinks. If you are not already logged into the Marix system, you will be prompted for your user name and password.

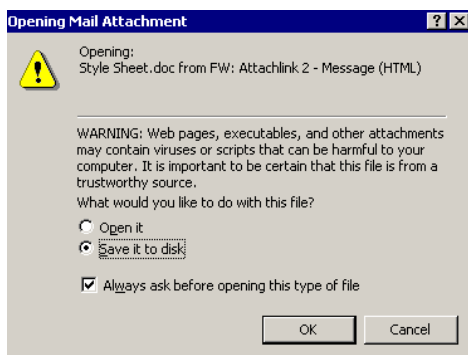
Receiving an AttachLink

An AttachLink will look like an attachment within an e-mail message. The name of the attachment will be the same, but with an .html extension appended. The following example shows a Microsoft Outlook e-mail containing an AttachLink with the title "Style Sheet.doc.html," Note that it is listed in the same manner as a regular attachment. The original attachment is a Word file named "Style Sheet.doc", and the .html extension is added to the file name.



Accessing an AttachLink

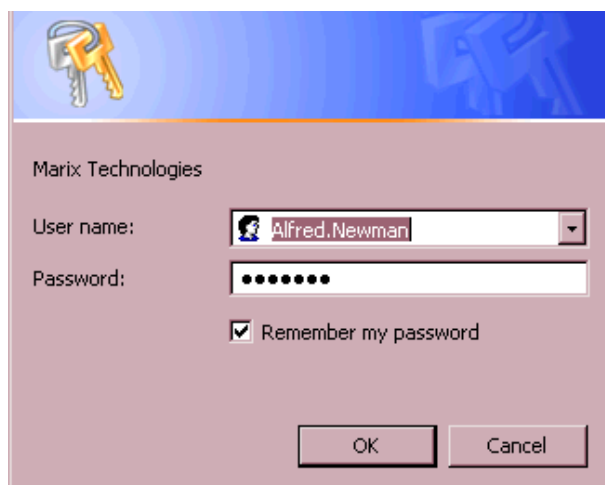
1. To access an AttachLink, double-click the attachment. A pop-up window will prompt you to open or save the file.



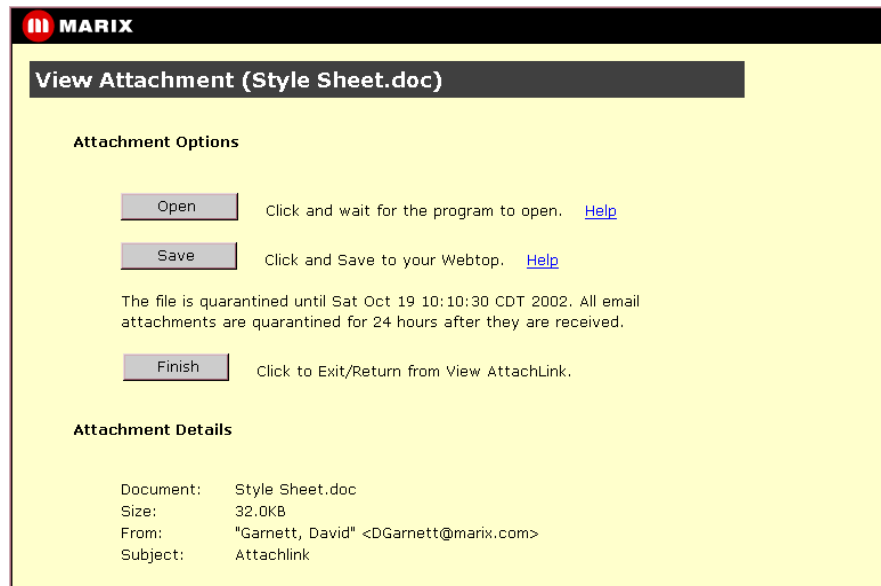
Note: It is recommended that you uncheck the checkbox for **Always ask before opening this type of file** unless you want to see it each time you open an AttachLink.

Note: Clicking save on this screen will save the **AttachLink**, not the original file.

5. Select **Open it** and click **OK**. If you are not already logged into the Marix system, a pop-up window will appear and prompt you for your Marix user name and password.

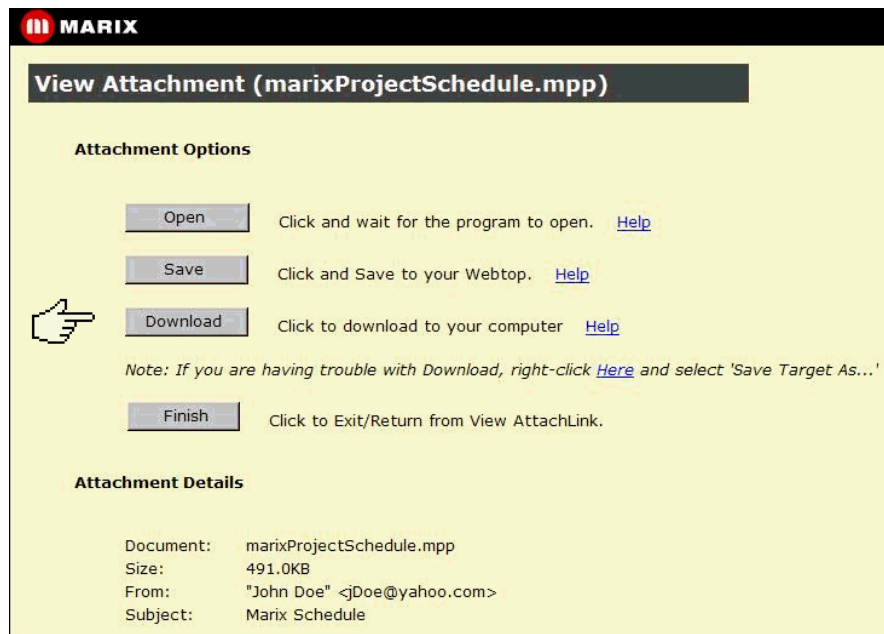


6. Enter your user name and password, and click **OK**. The View Attachment page displays.



The **View Attachment** page offers three options: **Open**, **Save**, and **Finish**.

Note: After an attachment has been quarantined for 24 hours, the download button will appear on the **View Attachment** page.



1. **Open:** Opens the AttachLink, which accesses the attachment file on the Marix server and displays it in a new browser window. The application and document remain on the server and the document is not downloaded to your computer, protecting you from any viruses. The attachment will be displayed in the application used to create it (such as Microsoft Word or Excel).
2. **Save:** Saves the attachment in your Marix file directory for viewing at a later time. The attachment is saved in the Marix file directory that you choose.
3. **Download:** Download the attachment to your local computer to be viewed or to be saved. Opens a pop-up window that allows you to select the directory to which to download the attachment file to your computer. This function is not available if the

attachment is still in quarantine; the **View Attachment** page will indicate the status if the attachment is in quarantine.

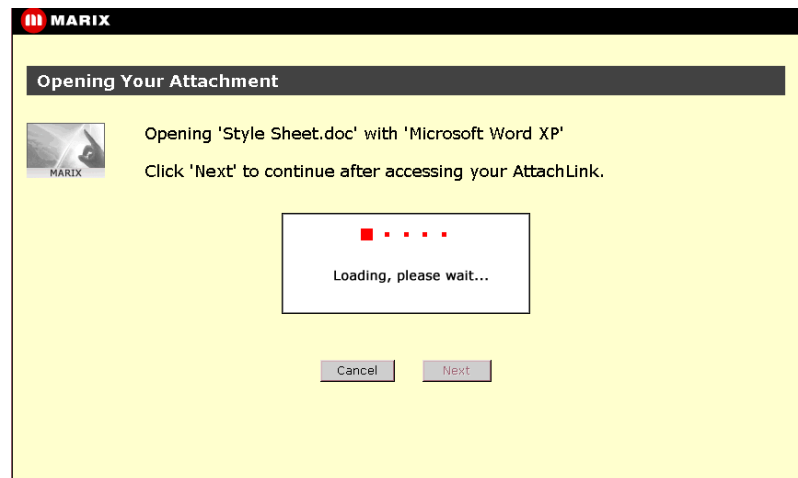
4. **Finish**: Closes the page and displays this message.



5. Click **Yes** to go back to the Marix Splash page.

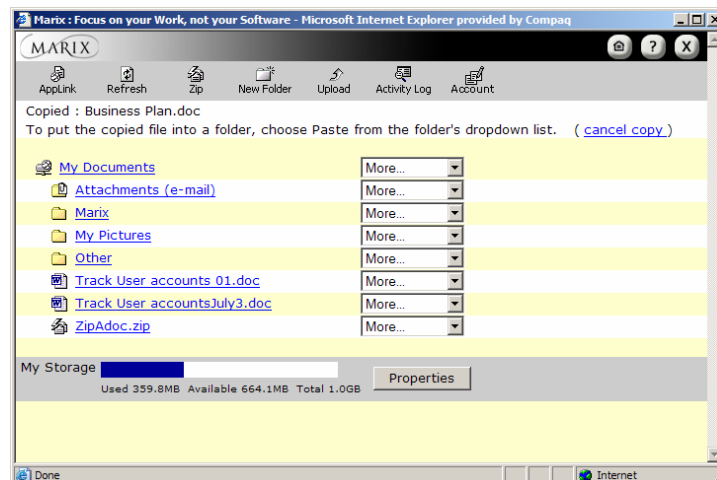
Opening an Attachment

1. Click **Open**. The browser displays the **Opening Your Attachment** screen. An application opens the attachment.

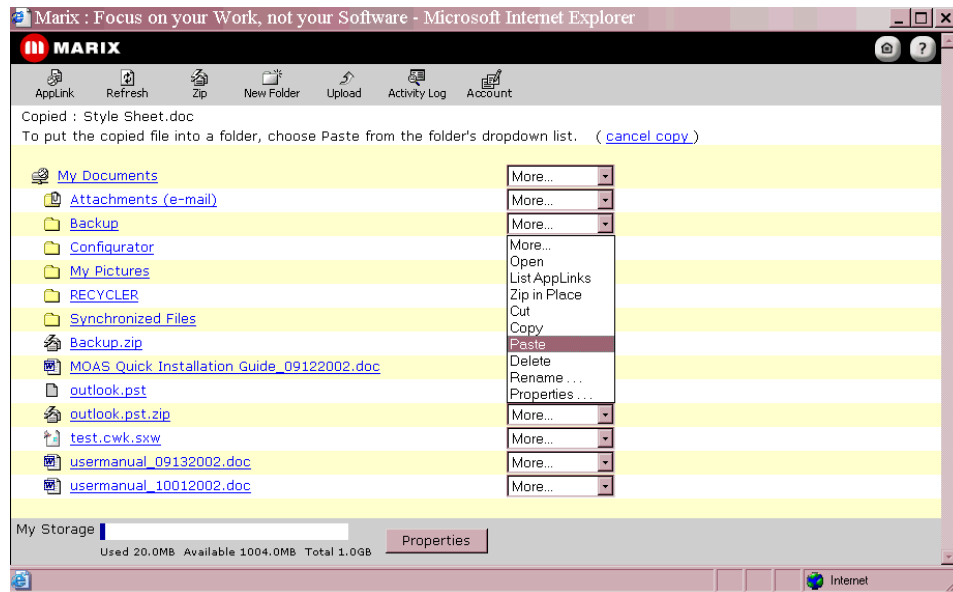


Saving an Attachment

1. To save an attachment, click **Save** on the **View Attachments** page. A pop-up window will appear for you to choose where to store the attachment in your Marix file manager.



- Click the drop-down list next to the folder where you would like to store the Attachment and click paste.

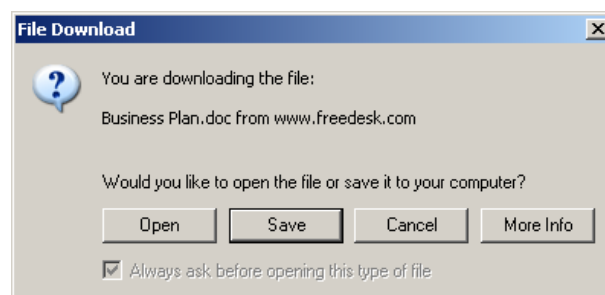


Downloading an Attachment from an AttachLink

To download an attachment to your local computer from an AttachLink, click **Download** on the **View Attachments** page. A pop-up window will appear and you can choose where to store the actual attachment file on your computer.

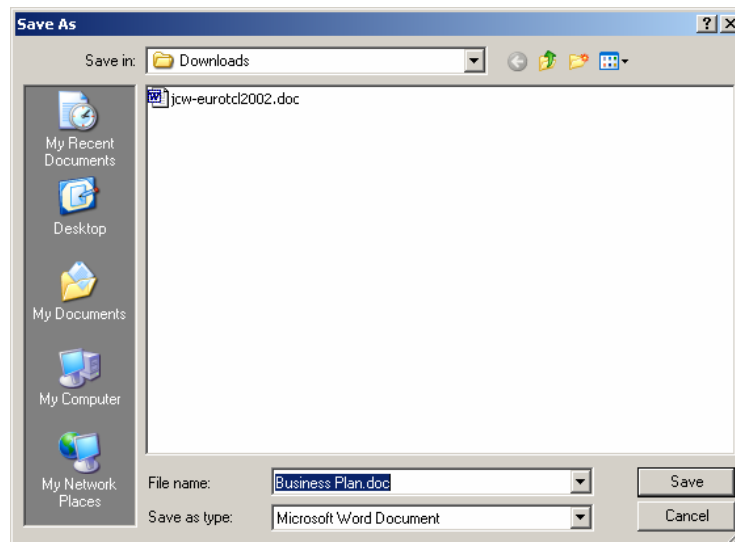
If the file is still quarantined, the **Download** option will not be available. Instead, the **View Attachment** page will display how much time is left until the quarantine is over.

When you download the attachment file, you can open it, save it, cancel the operation, or ask for more information.



If you click **Open**, the file will be opened on your computer, using a local version of the file application (for example, Microsoft Word). If your computer does not have a local copy of the application, the file will not be opened.

If you click **Save**, a **Save As** pop-up window will prompt you to save the file in whatever directory you choose on your local computer.



Managing AttachLinks with a Marix Hosted E-mail Program

Perimeter is not supported for hosted e-mail programs on the Marix system.



Contact Marix Customer Service

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If you need technical support or for other support-related issues: please contact support@marix.com.

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